

**CALIFORNIA DEPARTMENT
OF
SOCIAL SERVICES**

**COUNTY WELFARE DEPARTMENT
COST ALLOCATION PLAN**

**PREPARED BY
THE FISCAL SYSTEMS BUREAU
IN COOPERATION WITH THE
COUNTY WELFARE DIRECTORS ASSOCIATION
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**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COUNTY WELFARE DEPARTMENT COST ALLOCATION PLAN (A1)**

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CALIFORNIA COUNTY WELFARE DEPARTMENT (CWD)
COST ALLOCATION PLAN (CAP)

Introduction

The California Department of Social Services (CDSS) employs a State supervised county operated public assistance system. The CDSS CAP for Direct and Indirect Costs sets forth the methods that the State will use to identify and allocate State level costs to appropriate programs, in order to properly claim Federal Financial Participation (FFP) funds. Likewise, this CWD CAP describes the allocation basis and direct charge rationale for those same programs/projects operated by counties and supported by Federal fund sources identified in the CDSS CAP.

Cost Allocation Concept

The purpose of the CAP is to provide the CWD with the means for determining the non-aid payment (services and administration) costs applicable to each program. Such a cost determination is necessary to: (1) satisfy Federal reporting and funding requirements; (2) determine appropriate Federal and State financial reimbursement for each of the welfare programs; and (3) provide the CWD and the CDSS with reasonably accurate expenditure data required for the efficient management of the welfare operation.

The CWD CAP uses time or observations reported by designated staff as the basis for distributing costs to any of the functions, i.e., Social Services, CalWORKs, Other Public Welfare Programs, Child Care, Non-Welfare, and Generic, and/or programs within a function. Under the cost allocation concept, the task of the CWD having to identify and direct charge costs to a specific program, where impractical, is minimized.

The CWD's, to the extent possible, have the capability to accurately identify costs directly benefiting a specific function or program, and to identify and charge those costs directly to that function or program.

To create, delete, and/or accommodate changes to support programs and related activities, CDSS' Fiscal Policy Bureau transmits quarterly, or as needed, County Fiscal Letters (CFLs) directing counties regarding appropriate time study and cost claiming requirements. In conjunction with this Plan, CFLs help ensure effective program delivery by providing detailed fiscal information necessary to ensure an equitable sharing of costs among Federal, State, and County entities. These letters also continue to follow prescribed cost plan methods and do not typically necessitate a CWD CAP amendment. Cost plan methodology changes will be submitted as amendments for Federal approval.

The primary basis for distributing costs through the CWD CAP is individual caseworker time studies for the Social Services, CalWORKs, Other Public Welfare Programs, Child Care, Non-Welfare, and Generic functions. In each county, specific staff, primarily

case-carrying social workers, eligibility determination workers, fraud investigators, employment services workers, selected child care support workers, and the first-line supervisors of these staff are required to participate in the time study process each calendar quarter. Effective July 1, 1991, counties may elect one of two time study methodologies.

- (a) A single random moment time study of the above staff, using the codes and definitions specified in [Attachment C](#), and meeting standards specified in [Attachment D](#).
- (b) Instructions for the mid-month time study process using codes and definitions in [Attachment C](#), and an example of the Generic Time Study form (DFA 10) is contained in [Attachment E](#). On this form, the staff records and accumulates time spent on a particular program for four consecutive weeks of every quarter. The time study form is completed in the mid-month of each of the four quarters or on 22 randomly selected days of each quarter. Counties that complete a mid-month time study have the option of using the calendar month or two consecutive biweekly payroll periods that most closely match the mid-month time study as the time study period. Counties that choose the 22 random day method will use a random numbers chart to select the 22 days; an example of this chart and process are included in [Attachment F](#).

Clerical and administrative support salaries are identified to any function and/or program level through a separate time study/time certification process. During the mid-month of each quarter, clerical and administrative support staff either time study or time certify their activities on the Support Staff Time Report (DFA 7) (see [Attachment E](#)) to the appropriate benefiting level in accordance with a Support Staff Time Reporting Plan (SSTRP). **The counties are required to submit a SSTRP annually to the Department pursuant to County Fiscal Letter (CFL) No. 00/01-74, dated April 30, 2001.**

The SSTRP is submitted by the 40 largest CWDs for review and completeness. This document specifies how CWD support staff capture their time: time study (continuous daily reporting during the mid-month) or time certify (end of month reporting for the mid-month) and to which benefiting level: generic (department-wide), function (one or more of the functions), or directly to specific programs. **The 18 smaller counties have limited staff and typically assist in every aspect of the CWD. Therefore, these counties may report staff time studies as generic or develop a SSTRP if they decide to report time to another level (other than generic).**

In counties that use the mid-month time study, CWD staff performing electronic data processing (EDP) and staff development activities are required to maintain continuous time records throughout the entire quarter. These time studies would not identify costs equitably because the activities and benefiting programs change throughout the quarter. In counties which use the 22 random days, these staff time study only on 22 random days.

At the end of each quarter, time study summaries are compiled for the purpose of allocating generic and/or functional costs. First, caseworker time, or observations, is summarized into programs within functions. The CWDs shall use either: (1) allocable

caseworker hours/observations based upon appropriate time study data, or (2) the total paid caseworker hours. Ratios are then developed for each function to distribute the allocable CWD administrative costs to the functions. The caseworker time, or observations, is also the basis for distributing casework salaries, benefits, and allowable general administrative costs to the programs within each function. This methodology is not used for those CWD costs that are identified directly to the program level through an alternative methodology. Please reference the Support Operating Costs and Direct Costs sections for the alternative methodology.

Second, ratios are developed to distribute support staff salaries to the appropriate level for further allocation through the County Expense Claim (CEC). Support staff hours accumulated in this process are used only to direct the support staff salaries and benefits to the appropriate level within the CWD, not to allocate other administrative costs.

Finally, staff assigned to EDP and staff development time study to the appropriate level based upon their activities, for distribution of their salary and benefits. If staff time study to generic their salary and benefits are allocated to function based on a ratio of the quarterly total active EDP cases on the system by function. However, if staff time study to function or multi-function, caseworker time study ratios allocate costs to the program level.

Accumulation of Costs into Cost Pools

At the end of each quarter, CWD costs are accumulated into six primary cost pools on the CEC to distribute costs to the benefiting functions and programs. These six pools, as identified on the DFA 325.1 ([Attachment B](#)) are:

(1) Casework Costs, (2) Support Staff Costs, (3) Support Operating Costs, (4) EDP Costs, (5) Staff Development Costs, and (6) Direct Costs. A summary of the costs included in each of these pools, along with the allocation methods used for each, is provided below. A description of the costs included in each cost pool is included in [Attachment A](#).

I. Casework Costs

This cost pool captures the salaries and benefits paid to caseworkers and their first-line supervisors. The salaries and benefits reported for each of the functions are allocated to the programs within each function based on the caseworker time study hours, or observations, reported for each program. Total caseworker salaries and benefits, as well as the summary of time study hours or observations, are reported on the DFA 325.1 ([Attachment B](#)).

II. Support Staff Costs

This cost pool accumulates, from the Support Staff Summary and Support Staff Salary Distribution to Program forms, the salaries and benefits paid to employees performing support activities in accordance with the SSTRP.

Counties using a payroll and labor distribution system which identifies support staff salaries to the level identified in the SSTRP are not required to pool and allocate costs using the Support Staff Summary. The salaries and benefits reported to generic and to each of the functions are allocated to the programs within each function in the same manner as the caseworker salaries, i.e., using caseworker time study hours, or observations, reported directly to the appropriate program in the CEC.

Support staff salaries and benefits are reported by function on the DFA 325.1 and distributed to the individual benefiting programs on subsequent pages of the CEC.

III. Support Operating Costs

CWDs shall distribute support operating costs as follows: (1) allocated based upon a ratio of caseworker allocable time study hours/observations; or (2) distributed based upon total paid caseworker hours, or (3) direct charged to a function and/or program. The chosen alternative is dictated by a CWD's ability to accurately identify and compile related costs. Direct charge methodologies will be based on a reasonable causal relationship to the specific cost category, e.g., square footage for space, mileage rate for travel, etc. Consistent treatment of such costs will be subject to review. Quarterly support operating costs which typically have a departmentwide benefit to all programs, or that cannot be direct charged to a function and/or program, will be distributed to the functions based on a ratio of total caseworker allocable hours/observations, or total paid casework hours.

Support operating costs are reported by function on the DFA 325.1 and distributed to the individual benefiting programs on the subsequent pages of the CEC.

IV. EDP Costs

This cost pool captures the costs associated with the development, implementation and maintenance and operations (M and O) of EDP systems used in the administration of public assistance programs.

Costs reported in this cost pool include the salaries and benefits of CWD staff assigned to the EDP organizational unit, including support staff, as well as the prorated salary and benefits of CWD non-EDP staff who are temporarily or intermittently assigned to work on an EDP developmental project. Also reported in this cost pool are the costs directly associated with operating an EDP system, e.g., equipment, supplies, software, and services whether incurred directly by the CWD or purchased from a public or private agency. All costs for EDP are identified to one of two categories for reporting purposes: M and O (costs associated with the functioning of the automated system), or developmental (costs associated with the

design, development, and installation of the automated system). Costs for each category are allocated using a separate EDP cost allocation methodology.

EDP costs are reported on the DFA 325.1 by function and distributed to the individual benefiting programs on subsequent pages of the CEC.

EDP Development Cost Methodology

Federal regulations, 45 Code of Federal Regulations (CFR) Part 95.631(a), and Part 45 CFR 1355.50 -1355.57 requires the State to: specifically identify which items of costs constitute development costs; assign these costs to specific project cost centers; and, distribute these costs to funding sources based on the specific identification, assignment, and distribution outlined in the approved Advance Planning Document (APD). Federal regulations specifically identified in 45, Part 1355.50, reference SACWIS cost distribution requirements.

M and O Cost Methodology

Federal regulations, 45 CFR, Part 95.631(b), and Part 45 CFR 1355.50 -1355.57, requires the cost incurred for the operations of an EDP system be identified and assigned by the State agency to the funding sources in accordance with the approved cost allocation plan required by Subpart E of the same part. Federal regulations specifically identified in 45, Part 1355.50 -1355.57, reference SACWIS cost distribution requirements.

Accordingly, M and O costs are distributed to the benefiting programs using the individual caseworker time study hours, or observations, of the Social Services, CalWORKs, Other Public Welfare Programs, Child Care, Non-Welfare and Generic functions. However, prior to this distribution process, M and O costs are first directly identified to the project and then to the benefiting function(s) or program level. If determined to be generic in nature, costs are further allocated to function based on a ratio of the quarterly total active cases on the system by function. After assignment to the appropriate level, the M and O costs are allocated to the benefiting programs using ratios developed from caseworker hours or observations. M and O costs for any system developed and operated to benefit a single program will be charged only to that benefiting program. Those programs that do not benefit from EDP M and O are not charged costs from this cost category.

V. Staff Development Costs

This pool captures the costs associated with the operation of the staff development office and the provision of CWD staff training. Costs reported to this cost pool include: the salaries and benefits of staff assigned as trainers to the staff development office; salaries and benefits of support staff; all operating costs of the staff development office including supplies, travel, equipment, and space (when separate from the welfare complex); purchase of outside training courses which

includes salaries and benefits, travel and per diem for consultants, and costs determined by federally-approved indirect cost rates of educational institutions; teaching materials and equipment; trainee costs including salaries and benefits, travel, per diem, and educational costs which meet the criteria established in 45 CFR Part 235.60-66. **Training costs claimed under title IV-E must meet the criteria set forth in CFR 1356.60. Indirect costs cannot be claimed at the enhanced rate if the costs do not meet the criteria outlined in 45CFR 235.64.**

Staff development trainers, their first-line supervisors, and non-supervisory staff development administrators are required to time study continuously. Time is separately identified to program or the functional categories: Social Services-General; Other Public Welfare Programs-General, CalWORKs-General, Child Care-General, and Non-Welfare-General, and generic staff development.

At the end of the quarter, the trainers' salaries and benefits and the operating costs of the staff development office are identified to either the program, function, or generic category, based on the trainers' time studies. All staff development purchase of services, out-service training costs, and trainees' direct costs are directly identified to the appropriate program, function, or generic category. After the generic costs are distributed to function based on the casework function ratios, the Social Services-General, Other Public Welfare Programs-General, CalWORKs-General, Child Care-General, and Non-Welfare-General costs are distributed to the appropriate programs based on the functional caseworker time study hours, or observations. Total staff development costs are then summarized by program and carried forward to the staff development funding pages of the CEC. These costs are then reported by function on the DFA 325.1 and allocated to the benefiting programs on the funding pages of the CEC.

VI. Direct Costs

This cost pool summarizes, by function, those costs that are directly identifiable to specific programs. In the CalWORKs and Child Care Functions it further identifies costs as unemployed and employed. The costs are reported in detail on the Direct Cost Input Schedule of the CEC by specific program. Direct costs, which are primarily expenditures made on behalf of CWD clients, or costs which can accurately be determined to benefit only one program, are not included in the allocation process. Such costs may include CWD support operating costs that directly benefit a program or program start-up and one-time only costs that cannot equitably be distributed via the normal allocation process.

Direct costs reported in this pool include the salaries and benefits of CWD caseworker staff who are assigned on a permanent basis to a client-related service delivery center, e.g., a CWD-operated emergency shelter care facility or child care center and the overhead costs of operating the service center. Direct program service costs, such as supportive services for clients and third-party service contracts are reported here as well.

The CWDs, to the extent possible, shall direct charge overtime salary costs to a program. These overtime salary costs must be charged to the program that was reasonably determined by the CWD to be the cause of the overtime. For example,

a caseworker is called away from regular duties to work on another program. The new program consumes normal work hours and overtime is needed to maintain regular duties. The overtime hours would be charged to the new program. Likewise, if the new program requires overtime participation, then these overtime hours would also be charged to that program.

Total direct costs are reported on the DFA 325.1 and are identified to the benefiting programs on the summary pages of the CEC.

Unemployed/Employed

Based on the new Federal TANF reporting requirements the CDSS has developed a new definition of Assistance, unemployed recipients, and Non-Assistance, employed recipients, as it pertains to the CalWORKs and Child Care Functions. This distinction is found under eligible programs captured to the direct cost pool.

Nonwelfare Activities

Costs of nonwelfare programs and activities are identified on the CEC under the Nonwelfare Function. If nonwelfare activities performed by CWD staff are equivalent to activities performed by casework staff, these staff time study to the Nonwelfare Function and all associated overhead costs are allocated through the CEC to county-only funding.

In some instances, the nonwelfare activities are performed by administrative or clerical support staff and are not equivalent to casework activities. The support staff are required to maintain a continuous time study to identify all time spent on these activities. If it is impractical for the staff to maintain a continuous time study, other bases of allocation may be used to allocate the salary and benefits of these staff between welfare and nonwelfare programs. These might include the number of staff supervised, number of documents processed, population served, or other equitable bases. At the end of each quarter, the salary and benefits are allocated between welfare and nonwelfare programs.

In order to identify the indirect costs associated with the nonwelfare activities, the CWD has the option to use the predetermined rate developed by CDSS or to develop an indirect cost rate (ICR) specific to the staff involved. The predetermined rate for each county is calculated by CDSS as follows: by county, the total cost for travel, space, other operating, and purchase of services is divided by the total costs of salaries and benefits of administrative, clerical, caseworker, and EDP staff. The percentage that results is the county-specific indirect cost rate. The development and approval of an ICR must be in accordance with the Guide for State and Local Agencies-Cost Principles and Procedures for Establishing Cost Allocation Plans and Indirect Cost Rates for Grants and Contracts with the Federal Government (OASC-10). The predetermined ICR is applied to the portion of the support staff's salary and benefits associated with the nonwelfare activities; an ICR developed by the CWD is applied to the same cost elements which are included in the base. The salary, benefits, and indirect costs for the nonwelfare activities are reported under the Non-welfare Function of the CEC.

Extraneous Costs

This section of the CEC is used to report expenditures of the CWD that cannot be allocated through the CEC; or are unallowable for State and Federal financial participation. These include:

(a) Financing/Interest Costs:

- (1) Interest on borrowed capital or the use of a governmental unit's own funds.
- (2) Financing costs (including interest) on otherwise allowable costs of equipment incurred and paid prior to September 1995.
- (3) Financing/interest costs are subject to the condition outlined in OMB Circular A-87, Attachment B, Item 26, Subsection b.

(b) The portion of a lease payment for a capitalized asset, such as buildings or equipment, which is in excess of depreciation or use allowance;

(c) Costs unallowable for reimbursement under Federal cost principles, including local government expenses, legislative expenses, fines, penalties, and entertainment expenses;

(d) Interest or reserve account contributions included in billings from county internal service funds;

(e) Costs of supportive services which are not issued to clients in the quarter, i.e., bus passes;

(f) Costs claimed via a monthly claim/invoice process, i.e. Interim Statewide Automated Welfare System (ISAWS)

VII. OTHER

Federal and Nonfederal Persons Count for Quarter

The ratios of Nonfederal children to total Foster Care (FC) or Adoptions Assistance children served by the CWD during the quarter is developed and applied to all eligible Adoption Assistance and FC costs in order to equitably distribute Title IV-E Federal funds on behalf of federally-eligible children.

The One-Third Initial Eligibility Shift

The common eligibility determination costs for the CalWORKs, Food Stamps and Medi-Cal (Medicaid) Programs are distributed as follows. County staff report activities that are common to any recipient who applies for these multiple programs to a single time study code under which basic eligibility requirements have been aligned. The costs are then shared equally, one-third (1/3) each, between each of the benefiting programs: CalWORKs, Food Stamps and Medi-

Cal.

Public Assistance Food Stamps (PAFS) Caseload Shift

In lieu of the time study process, CDSS will use an alternate allocation method to distribute PAFS costs. The CDSS will use the FS and CalWORKs caseload data to develop a ratio to determine the portion of the cost that benefits the FS Program. This methodology is similar to the federal/nonfederal persons ratio used for the FC Program.

The ratio will be applied to specific program codes that capture the eligibility determination activities and ongoing maintenance of combined FS and CalWORKs cases. This computation will identify the percentage of cost for the combined case and distribute the cost **proportionally** between FS and CalWORKs.

California Food Assistance Program (CFAP)

In lieu of the normal time study process, CDSS uses an alternative allocation methodology, approved by the Food and Consumer Service, United States Department of Agriculture, for distributing food stamp administrative costs to CFAP. This methodology is similar to the federal/nonfederal persons ratio used for the FC Program.

The ratio of CFAP participants to total food stamp participants served by the CWD during the claim quarter is developed and applied to total food stamp administrative costs (both Public and Nonassistance Food Stamp) to determine the nonfederal share. For federal reporting purposes, the nonfederal share is subtracted from total food stamp administrative costs.

Two-Parent Family Caseload Shift

In lieu of the normal time study process, CDSS uses an alternative allocation methodology for distributing Two-Parent Family costs to CalWORKs. This methodology is similar to the federal/nonfederal persons ratio used for the FC Program.

The ratios of Two-Parent Families to total CalWORKs cases served by the CWD during the quarter is developed and applied to the total CalWORKs expenditures for eligibility and case management activities to distribute costs for Two-Parent Family cases.

Emergency Assistance (EA)-Crisis Resolution (CR) Case Management (CM) Unit Cost

Utilizing caseload data for determining eligible unit costs associated with EA-CR CM activities based on a unit cost methodology, this method creates individual Child Welfare Services (CWS)-CM unit costs for the following CWS components: Family Maintenance (FM), Family Reunification (FR), and Permanent Placement (PP). The resulting unit costs are derived from:

- Time study hours reported to CWS-CM;
- The number of cases in each component receiving CM services.

The individual CWS-CM unit costs for the CWS component is applied to active EA cases receiving the exact same CM activities/services. The result of the calculation is the EA case management costs eligible for State reimbursement.

TANF Performance Incentives

Welfare and Institutions Code Section 10544.1 established performance incentives to counties to move CalWORKs recipients to employment. Counties may use TANF federal incentive funds for expanded services and benefits that directly lead (or can be expected to lead) to the accomplishment of one of the four purposes of the TANF program. All expenditures must be reported under existing program codes. Both state and federal performance incentive expenditures will continue to be reported on the CEC addendum page.

Certification

The certification is required by the State Controller's Office. Payments of Federal and State funds held in trust for specific programs or purposes cannot be disbursed without certification by officials responsible for the obligations and disbursements of such funds. In the event this responsibility is delegated to another official, the name and title of the representative signing the certification must be shown. Certification is provided on the Expenditure Certification for the CWD CEC.

Attachments

The following attachments are an integral part of this CAP:

Attachment A:

Description of Cost Pools on the DFA 325.1

A1

Attachment B:

DFA 325.1, County Expense Claim – Expenditure Schedule

Attachment C:

Time Study Codes effective July-September 2004

A1

Attachment D:

Standards for Random Moment Time Study

Attachment E:

Time Study Forms

Attachment F:

County Time Study on Randomly Selected Days

Attachment G:

County Cost Allocation Matrix

A1

CWD CAP 2004/2005 (A1)

DESCRIPTION OF COST POOLS ON THE DFA 325.1, EXPENDITURE SCHEDULE

Descriptions of cost pools on the DFA 325.1 include examples of activities/expenses as follows: (This is not an all-inclusive list.)

I. Casework Costs

These are costs for the salaries and benefits paid to caseworkers and their first-line supervisors. Time study hours, or observations, for caseworkers are summarized by program/function for subsequent use in the allocation process.

Social Workers – Includes casework staff performing social services functions at the CWD complex, including Social Services Workers, Services Aides, Adoption Workers, and Appeals Workers.

Employment Services Workers – Includes casework staff providing employment training services, case management and needs assessment for the CalWORKs, Refugee Employment, Food Stamp Employment and Training and other county employment programs as well as referrals for service; also includes appeals workers preparing for and presenting information at hearings.

Eligibility Determination Workers – Includes casework staff (e.g., eligibility workers, quality control/assurance workers, etc.) performing eligibility determination/income maintenance activities, diversion activities, case file and data collection activities, authorization of Emergency Assistance services, food stamp certification, and Food Stamp Quality Control, eligibility functions (budget computations) and Child Support fiscal and case budget activities.

Fraud Investigators – Includes casework staff performing welfare fraud investigation and prosecution activities, preparing investigative and statistical reports, i.e., activities directly related to clarifying an allegation of fraud. Welfare Fraud investigative staff must have “peace officer” status.

II. Support Staff Costs

These are costs for salaries and benefits paid to employees performing clerical and administrative activities in support of the CWD. They are further refined to separate Direct-to-Function and Direct-to-Program Management Supervisors from clerical. This permits counties to isolate staff who are truly administrative for budget justification and administrative CAP implications. These cost pools would generally be described as follows:

General Costs – Salaries and benefits of full-time or part-time generic staff (e.g., Director, Deputy Directors, administrative professionals, supervisors, managers, clerical or other similar staff) who perform activities that have department-wide benefit.

General/Direct-to-Program Costs – Salaries and benefits of generic staff (e.g., administrative professionals, supervisors, managers, or other similar staff) who are assigned on a less than full-time basis to perform activities on behalf of a specific program.

Direct-to-Function Costs-Program Administration – Salaries and benefits of full-time or part-time administrative professionals, supervisors, managers, or other similar staff who oversee or are otherwise responsible to support a particular function(s) but are unable to identify time to specified programs. Staff would time study to the appropriate function.

Direct-to-Program Costs-Program Administration – Salaries and benefits of full-time or part-time CWD administrative professionals, supervisors, managers, or other similar staff who oversee or are otherwise responsible to support line staff for a specified program(s). Examples may include: first and second line supervisors of program units/section, program managers, and program specialists.

Direct-to-Function Costs-Clerical – Salaries and benefits of full-time or part-time clerical staff who perform clerical activities for caseworker staff responsible for a specific function(s). Staff would time study to the appropriate program.

Direct-to-Program Costs-Clerical – Salaries and benefits of full-time or part-time clerical staff who perform clerical activities in direct support of caseworker staff assigned to specific programs. Staff would time study to the appropriate program.

III. Support Operating Costs

CWDs may elect to direct charge support operating costs to a function or program, or allocate costs using allocable caseworker time study hours/observations or total paid caseworker hours for a quarter. The options made available will be based on an individual CWD's ability to compile and identify different costs to a function or program. Those costs that are direct charged to a function or program must be done so based on an appropriate methodology. The support operating costs, which typically have a department-wide benefit to all programs and cannot be direct charged to function or program, will be totaled and distributed to the five functions based on a ratio of the total caseworker allocable hours/observations or total paid caseworker hours for the quarter. CWDs will submit a letter of intent to CDSS to use the direct charge

methodology. The letter will be reviewed by CDSS for completeness and a copy of the letter will be kept on file with the CWD for audit purposes.

Travel

These are costs of employee mileage allowances; parking fees; transportation fares; per diem expenses; purchase, rental, or lease of cars; fuel; car maintenance and repairs; garaging; and car insurance.

CWD Space and CCAP Space

These are costs of office space rental, depreciation, use allowance, or special agreement approved space; building repairs which are capitalized; alterations-lump sum if less than \$25,000, or amortized over three years if more than \$25,000; parking lots-leased or county-owned; maintenance if part of the lease agreement; and the unbilled portion of any rent or alteration cost paid from a county central support department and not previously billed to the CWD.

This group does not include the following costs:

1. Space used by staff development personnel for training or administrative purposes, if the space is separate from the CWD complex;
2. Space used for separate service centers, such as emergency shelter care facilities or client child care centers;
3. Space used for Food Stamp issuance or storage, if the space is separate from the CWD complex.

Other Operating Costs

These are costs of advertising for employment, contract bids, and program activities such as locating parents in adoption cases; birth certificates; conference fees; fees for transcripts, depositions, and service of legal papers; insurance; interpreters; purchase, lease, rental, maintenance and repair of general office equipment; EDP equipment used solely for administrative purposes, e.g., word processors; fingerprinting fees; medical exams for employees; operating costs of employee child care centers, clinics, and gyms; overtime meals; printing; memberships, publications, and subscriptions; professional services, including management studies, audits, surveys, and legal services; purchase of forms, supplies, and postage; refuse pick-up; security alarms and guards, if not for Food Stamp issuance; temporary help from employment agencies; social services program costs, infant car seats, and pagers; and witness fees, including mileage. Equipment for public assistance programs that exceeds \$25,000 is claimed through an annual use allowance of

six and two-thirds percent or depreciated over the useful life of the item. Useful life is determined based on Internal Revenue Service (IRS) property classifications. CWDs are instructed to use the most current IRS regulations that apply. Equipment for non-public assistance programs that exceed \$5,000 is capitalized in accordance with OMB Circular A-87, Attachment B, Paragraph 19 (a)(2).

This subgroup does not include operating costs of service centers that are itemized on the Direct Cost Input Schedule.

Purchase of Services – Public/Private Agencies – CCAP

These are costs for administrative services provided to the CWD by other county central support departments which are either allocated or directly billed to the CWD. Examples of these services include: central collections, County Counsel, Auditor-Controller, communications, and insurance.

The costs are divided into three sub-categories to separately identify direct-billed, County Counsel, and allocated costs. All direct-billed and allocated costs are reported to generic. In non-adoption counties where the CDSS operates the Adoption Programs, costs for County Counsel services performed for the Adoptions Program are to be reported direct to function and program; costs for all other County Counsel services are identified to function or generic, based upon the plan submitted by each non-adoption county. Costs may be claimed in this category only when the central service department is authorized in the CCAP to do so.

Purchase of Services – Public/Private Agencies – Direct Billed – Non-CCAP

These are costs for administrative services purchased from other county operating departments via an interagency or cooperative agreement, as specified in 45 CFR 95.507(6), and purchase of services costs from private agencies. Costs may be claimed as generic or direct to function/program.

IV. EDP Costs

These are EDP personal service and operating costs of the CWD and EDP services purchased from a private or public agency. If purchased from a public agency, such costs must be included in the CCAP, whether allocated or direct-billed. EDP equipment acquired at a unit cost that exceeds \$5,000 is subject to depreciation. The unit costs specifically refers to the cost of one piece of EDP equipment.

Prior to claiming EDP costs, the following requirements must be met:

1. All EDP equipment acquisitions and developmental projects must have prior federal and state approval as required in federal and state EDP regulations.
2. The EDP M and O costs are subject to CDSS review and approval in accordance with State EDP reporting standards.
3. The EDP services provided to the CWD by a central support data processing facility must be supported by a service agreement which specifies the services to be provided and the rates to be charged. Central support data processing operations must be included as part of the CCAP. Central support EDP costing methodologies are subject to the approval of the State Controller's Office.

CWD Allocable Personal Services

These are the allocable salaries and benefits for M and O and development activities of:

1. The CWD data processing staff assigned to perform EDP activities. Activities include system design, programming, and computer operation.
2. First-line supervisors of the above, and other administrative support staff performing activities which benefit the EDP function.
3. Clerical staff assigned in support of the above.
4. The prorated salary of CWD non-EDP staff performing EDP developmental activities on a temporary or intermittent basis.

CWD Direct Personal Services

These are direct-to-program salaries and benefits for M and O and development activities of:

1. The CWD staff assigned to coordinate site preparation and implementation, LAN administration, and training and conversion for developmental projects. Activities include system design, programming, and computer operation.
2. First-line supervisors of the above, and other administrative support staff performing activities which benefit the EDP function.

3. Clerical staff assigned in support of the above.
4. The prorated salary of CWD non-EDP staff performing EDP developmental activities on a temporary or intermittent basis.

CWD Operating Costs/Purchase of Services Non-CCAP

These are costs for the following CWD operating costs and services purchased from public/private vendors. Costs may be claimed to generic or direct to function/program.

1. EDP equipment directly attributable to an EDP system. Allowable equipment costs include depreciation for equipment which is either purchased, lease-purchased, or acquired under a lease-with-option-to-purchase agreement (exclusive of unallowable financing costs); or payments for leased equipment.
2. Software for programs which are leased or purchased and are used in the EDP equipment above.
3. Supplies used in the processing of information through the EDP system, including the costs of maintenance agreements on the above equipment.
4. Services for M and O, design, development, or installation purchased from a private vendor.

Public Agencies/Purchase of Services – CCAP

These are costs for M and O, design, development or installation acquired from a central support data processing facility which are either allocated or directly billed to the CWD through the CCAP. All costs are reported to generic.

V. Staff Development Costs

This cost pool includes salaries and benefits paid to employees performing staff development activities and costs associated with the operation of the staff development office.

CWD Personal Services/Operating Costs

These are costs for:

1. Salaries and benefits of staff development trainers; first-line staff development supervisors and non-supervisory staff development

administrators; and clerical staff assigned to the staff development office.

2. Supplies and equipment for the staff development office.
3. Travel and per diem of staff development trainers.
4. Space, if separate from the welfare administrative complex, and rental space for training classes.

Purchase of Services/Direct Costs of Trainees

These are costs for:

1. Salaries and benefits or stipends of trainees who meet the criteria established in the CDSS Manual of Policy and Procedures, Division 14.
2. Tuition, books, travel, per diem, supplies and education materials of trainees attending specified types of in-service and out-service training.
3. Contracted public or private sector trainers and consultants.
4. Payments made to educational institutions for the development and provision of training, including: salaries, benefits, and travel of instructors and clerical support staff; teaching materials and equipment; and indirect costs if the education institution has a federally-approved indirect cost rate. **Indirect cost cannot be claimed at the enhanced Title IV-E rate if the costs are not based on the criteria set forth in 45 CFR 235.64.**

VI. Direct Costs

Costs included here are identified to specific programs within the applicable function and/or program: Social Services, CalWORKs, Other Public Welfare Programs, Child Care, and Nonwelfare, and itemized on the Direct Cost Input Schedule. Direct costs for CalWORKs and Child Care are further identified as unemployed/employed. Applicable costs may include: expenditures made on behalf of CWD clients; costs associated directly with the administration of grant maintenance activities, under specific circumstances; costs, such as CWD support operating costs and overtime salaries and benefits, which can be accurately determined to benefit a specific program; and start-up or one-time only costs, etc. CWDs also have the ability to charge overhead costs based on a particular methodology (e.g., square footage, full time equivalents, or per unit cost, etc.) provided that their intent to do so, and the chosen methodology is submitted to

CDSS on the Direct Charge Methodology Certification. Direct costs are summarized and totaled by function.

VII. Program Fund Distribution – DFA 327 Series

Once the functional salary, allocable support, EDP, and staff development costs have been allocated, and direct costs charged to the appropriate program, they are processed through a series of computations to arrive at the proper federal, state and county share of cost for each program. Forms DFA 327.1 through DFA 327.5 are used for this purpose.

In addition, these pages are utilized to perform the shifts needed to allocate the proper funding for programs. The shifts which occur on these pages are as follows: Public Assistance Food Stamps (PAFS) Caseload Shift; Federal/Non-Federal Persons Count for Foster Care and Adoptions; California Food Assistance Program (CFAP) Shift; Two-Parent Family Caseload Shift; The One-Third Initial Eligibility Shift; and the Emergency Assistance (EA)-Crisis Resolution (CR) Case Management (CM) Unit Cost Shift.

Form Number:
DFA325.1County Number
99Quarter:
06/30/2004**County Expense Claim (CEC)
Expenditure Schedule**

Other

*Attachment B**Page 1*Social
Services

CalWORKs

Public
WelfareChild
CareNon
Welfare

Generic

Total
SubgroupTotal
Cost Pool

1

2

3

4

5

6

7

8

Casework Costs

A. Social Workers

B. Employment Services Workers.

C. Eligibility Determination Workers

D. Fraud Investigators

E. Total Casework Costs

Support Staff Costs

F. Direct to Function Costs -Gen Adm

F1. Direct to Program Costs -Gen

G. Direct to Function Costs -Program

G1. Direct to Program Costs -

H. Direct to Function Costs -Clerical

H1. Direct to Program Costs

I. Total Support Staff Costs

Support Operating Costs

J. Travel

K. Space

L. Space-Countywide Cost Alloc Pin

M. Other Operating Costs

Purchase of Services

N. Public & Pub/Priv Agy-Direct Bill

N1. Pub/Priv Agy Dir Bill-CCAP

N2. Pub/Priv Agy County Counsel

N3. Pub/Priv Agy Allocated -CCAP

O. Public/Priv Agy-Dir Bill-NonCCAP

P. Total Support Operating Costs

EDP Costs

Q. Maintenance and Operation (M&O)

R. Developmental Projects

S. Total EDP Costs

Staff Development Costs

T. CWD Personal Services/Operating

U. Pur of Svcs/Direct Cost of Trainees

V. Total Staff Development

Direct Costs

W. Total Direct Costs

X. Sub- Total Allowable Welfare Cost

Y. Performance Incentives

Z. Total Allowable Welfare Costs

AA.Extraneous Costs (Summarized)

Form Number:
DFA325.1County Number
99Quarter:
06/30/2004

County Expense Claim (CEC) Expenditure Schedule

Page 2

	Social Services	CalWORKs	Other Public Welfare	Child Care	NonWelfare	Total
AB. Casework (or Total Paid Casework) Hrs/	0.00	0.00	0.00	0.00	0.00	0.00
AC. Casework Ratios (line AB, columns 1 –	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000

Federal/Nonfederal and CFAP Persons Count for Quarter

	<u>Adoption Assistance</u>	<u>AFDC-FC</u>	<u>Food Stamps</u>
AD. Federal Count 2/	0	0	0
AE. Nonfederal Count/CFAP – Families Count	0	0	0
AF. CFAP – Singles Count 4/	0	0	0
AG. Total	0	0	0
AH. Non/CFAP – Families Ratio (line AE/AG)	0.000000	0.000000	0.000000
AI. CFAP – Singles Ratio (line AF/AG)			0.000000

	<u>CWS Caseload</u>	<u>EA Caseload</u>	<u>Unit Cost</u>
AK. Family Maintenance	0	0	0
AL. Family Reunification	0	0	0
AM. Permanent Placement	0	0	0

	<u>Total Salaries and Benefits</u>
A. Social Workers	0
B. Employment Services	0
C. Eligibility Determination Workers	0
D. Fraud Investigators	0
Total Salaries	0

Attachment C

Program Code Descriptions:

Social Services-Section I
CalWORKs-Section II
Other Public Welfare-Section III
Child Care-Section IV
NonWelfare-Section V
Generic

Time Study information:

Staff Development-Section VI
Electronic Data Processing-Section VII
Support Staff-Section VIII

Direct-to-Program/Function Support Staff Codes-Section IX
Direct Service Delivery Codes

General Time Study Instructions-Section X

SECTION I
SOCIAL SERVICES FUNCTION
PROGRAM CODE DESCRIPTION
09/04 (A1)

GENERAL FUNCTION DEFINITION

Any activity related to achieving or maintaining economic self growth to prevent, reduce, or eliminate dependency; preventing or remedying neglect, abuse, or exploitation of children and adults; preserving, rehabilitating or reuniting families; preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care; and providing services to individuals in institutions.

TIME STUDY STAFF

Staff performing the activities listed below is required to record time to the Social Services programs. Staff who is not listed must obtain prior authorization from CDSS to record casework time to Social Services programs.

- A. Caseworkers performing social services activities specified in the program descriptions below;
- B. Staff performing adoptions and appeals activities; and
- C. First-line supervisors of the staff listed in A and B above.

The criteria to be considered Skilled Professional Medical Personnel (SPMP) are as follows:

- Must have completed a two-year or longer program leading to an academic degree or certificate in a medically related profession;
- Must possess a medical license or certificate issued by a recognized national or state medical licensure or certifying organization or a degree in a medical field issued by a college or university certified by a professional medical organization (e.g., registered nurse);
- Must be in a position that requires their professional medical knowledge and skills as evidenced by position descriptions, job announcements, or job classifications; and
- Must be CWD or other county agency staff contracted to perform allowable activities.

The services rendered by a SPMP must be to a Medi-Cal eligible individual in order to be reimbursed at the enhanced 75% federal financial participation level.

NOTE: "Caseworkers" are CWD staff who perform activities that benefit public assistance recipients. Caseworker activities may include any of the following: 1) case management; 2) the determination of eligibility for grants and services; 3) grant maintenance; 4) needs assessment; 5) arranging for and providing employment training services or social services; and 6) welfare fraud investigations. See Manual of Policies and Procedures (MPP) Section 25-810.4 entitled "Nonallocable Activities."

ADOPTIONS:

CODE 1171 ADOPTIONS – CASE MANAGEMENT

Includes activities directed to a child in adoptive placement or activities immediately preceding an adoptive placement, such as a child adoptability assessment, adoptive applicant screening, home study, Adoptions Assistance Program assessment, and adoption backlog. Use for activities generally supportive of the county's adoption program. (See CWS Case Management examples.)

CODE 1181 ADOPTIONS - INDEPENDENT

Includes activities directed to a child in adoptive placement or activities involved in an adoptive placement, such as a child adoptability assessment, adoptive applicant screening, and home study.

CODE 1251 ADOPTIONS - TRAINING

Training activities include the following for all elements of the Adoptions Program:

- Preparing for or providing training to CWD staff;
- Participating in continuing training received after induction training;
- Participating in short-term training provided by outside agencies;
- Participating in training conferences; and
- Providing training to current or prospective adoptive parents or to adoption agency staff.

ADULT PROTECTIVE SERVICES (APS):

CODE 5691 APS - RESPONSE

Includes time spent performing activities in response to all reports or referrals alleging abuse, neglect, or exploitation of elder or dependent adult clients who meet APS criteria. Public Guardians (PG), who are employees of the CWD, may time study to this code only if the PG is responsible for performing APS activities or for activities that would normally be the responsibility of APS workers. APS clients are defined as only elder or dependent adults who are unable to protect their own interests; harmed or threatened with harm; caused physical or mental injury due to action or inaction of another person or as a result of ignorance, illiteracy, incompetence, mental limitation, substance abuse or poor health, lacking in adequate food, shelter, or clothing; exploited for their income and resources; or deprived of entitlements due them. Allowable response activities may include, but are not limited to:

Immediate in-person face-to-face response for purposes of providing immediate intake or intervention to new reports of immediate life-threatening circumstances or imminent danger to an elder or dependent adult or to crisis in existing cases;

- Implementing and operating a 24-hour APS response program;
- Evaluating and investigating reports of abuse, neglect, or exploitation, including reports on the 24-hour hotline.
- Investigation activities include, but are not limited to:
 - A systematic inquiry to determine the validity of a report of elder or dependent adult abuse;
 - Gathering of information to develop an intervention plan to address any condition that places the elder or dependent adult at risk;
 - Interviews with the elder or dependent adult and with other persons including other members of the family or household, service providers or other members of the multidisciplinary team.
- Determining client risk for response by screening in-coming calls, and when necessary, through face-to-face meetings or during home visits;
- Determining response needs;
- Providing social work activities designed to remedy or prevent situations of abuse, neglect, or exploitation;
- Arranging for the provision of food, housing, medical, counseling, emergency shelter, and in-home temporary services, as needed;

- Providing crisis intervention;
- Assisting clients voluntarily into shelter in response to emergencies;
- Gathering documentation of abuse for law enforcement agencies during an investigation, as requested;
- Documenting client activities in the case file;
- Locating a friend or relative to act as a collateral contact or a support system;
- Processing court petitions and declarations for Conservatorship; and
- Preparing written reports and assessments.

CODE 5701 APS - CASE MANAGEMENT

Includes time spent performing case management activities during the period following the initial investigation and response to reports involving abuse, neglect, or exploitation of elder or dependent adult clients who meet the criteria for APS (see definition in Code 5691). Public Guardians (PG), who are CWD employees, may time study to this code only if the PG is responsible for performing APS activities or is responsible for activities that would normally be the responsibility of APS workers. Allowable activities are those necessary to bring about changes in the lives of victims and to provide a safety net to enable victims to protect themselves in the future.

Case management activities are those performed after the initial response and investigation of reports of abuse. Such activities may include, but are not limited to:

- Further investigation of alleged abuse after the case has been established and subsequent reporting of protection issues including, but not limited to, social, medical, environmental, physical, emotional, socio-economic, or developmental issues;
- Investigation activities including, but not limited to:
 - A systematic inquiry to determine the validity of a report of elder or dependent adult abuse;
 - Gathering of information to develop an intervention plan to address any condition that places the elder or dependent adult at risk;
 - Interviews with the elder or dependent adult and with other persons including other members of the family or household, service providers or other members of the multidisciplinary team.

- Assessing the client's concerns and needs as well as concerns and needs of other members of the family and household as it pertains to the report, occurrence, prevention, or remediation of adult abuse or neglect;
- Identification of the client's strengths, problems, and limitations;
- Establishing and updating a service plan to alleviate identified problems and coordinating with other agencies that may include:
 - Identification of problems to be alleviated;
 - Time-limited objectives based on problems and strengths identified in the assessment;
 - The services to be provided and activities to meet service plan objectives and goals;
 - Description of how the client will be stabilized and linked with community services;
 - Provisions for monitoring, follow-up, and reassessment to determine effectiveness of the service plan;
 - Brokering case management services with peripheral agencies;
 - Money management;
 - Voluntary placement;
 - Removal of client from their home;
 - Family issues, including stress, conflict, management, and care-giving issues; and
 - Conservatorship in-home services needs.
- Providing counseling for clients and significant others to alleviate identified problems and to implement the service plan, including negotiating, mediating, and participating in problem solving;
- Training for law enforcement, banking officials, etc.;
- Arranging for food, housing, medical, and counseling services, as needed;
- Conducting Conservatorship investigations when appropriate, and preparing petitions for Conservatorship and;
- Providing 24-hour shelter, respite care for providers, in-home temporary services for clients whose caregivers have left the home or been arrested.

CODE 5711 APS - SPMP RESPONSE

Includes time spent by SPMP staff performing eligible administrative activities in response to all reports or referrals alleging abuse, neglect, or exploitation of Medi-Cal eligible elder or dependent adults who meet eligibility criteria for APS (see definition in Code 5691). Activities may only be claimed, at the level of SPMP, if the worker performing the activity meets the requirements

to be an SPMP. Activities are limited to those necessary to help clients gain access to medical services in order to reduce risk or poor health outcomes as specified in the California Department of Health Services' (DHS) MAA Guides and Examples. Allowable response activities by SPMP staff include those program planning and policy development activities to include:

- Liaison on medical aspects of the program with providers of services and other agencies that provide medical care;
- Furnish expert medical opinions;
- Participating in medical review;
- Assessing, through case management activities, the necessity for the adequacy of medical care and services;
- Developing an interagency referral and tracking system to expedite access to Medi-Cal services;
- Develop and review policies and procedures for coordinating medical services for geriatric patients; and
- Consult with medical providers on Medi-Cal policies and procedures to ensure clients receive the Medi-Cal services for which they are eligible.

CODE 5721 APS - SPMP CASE MANAGEMENT

Includes selected activities to help eligible elder or dependent adult clients who meet the criteria for APS (see definition in Code 5691), and who are Medi-Cal eligible, to gain access to health related services in order to reduce their risk of poor health outcome. These activities include, but are not limited to, development, implementation and management of health related service plans; referrals to other agencies and programs for assessment, evaluation or treatment of health related needs; interagency coordination and liaison with providers to health-related services to improve the service delivery system, and in-depth informing and anticipatory guidance about causes, prevention, and remediation of health related needs; completing, updating, and disseminating any paperwork necessary to completion of these activities; and receiving or providing health related training.

- *NOTE:* If a person not qualifying as SPMP performs these activities record the time to Program 570. SPMP performing non-enhanced health related activities also record this time to Program 570.
 - Time-limited objectives based on problems and strengths identified in the assessment;
 - The services to be provided and activities to be performed in order to meet service plan objectives and goals;

- Description of how the client will be stabilized and linked with community services;
- Provisions for monitoring, follow-up, and reassessment to determine effectiveness of the service plan;
- Voluntary removal of clients from their home;
- Family issues, including stress, conflict, management, and care-giving issues;
- Conservatorship needs.
- Providing counseling for clients and significant others to alleviate identified problems and to implement the health service plan, including negotiating, mediating, and participating in problem solving;
- Stabilizing and linking with community services for treatment of health related needs, and
- Arranging for food, housing, medical, and counseling services, as needed.

CODE 5731 APS – HR RESPONSE

Includes time spent performing activities necessary to assist APS clients in gaining access health-related services in order to reduce risk or poor health outcomes in response to reports or referrals alleging abuse, neglect, or exploitation of Medi-Cal eligible adults who meet the eligibility criteria for APS (see definition in Code 5691). Public Guardian's (PG), who are CWD employees, may time study to this code only if the PG is responsible for performing APS activities or for activities which would normally be the responsibility of APS workers. Allowable activities are limited to those necessary to help clients gain access to medical services in order to reduce risk or poor health outcomes. Allowable health-related response activities include, but are not limited to:

- Immediate in-person face-to-face response for purposes of providing immediate intake or intervention to new reports of immediate life-threatening circumstances or imminent danger to an elder or dependent adult or to crisis in existing cases where activities address the client's health needs;
- Evaluating the need for a health-related service plan;
- Evaluating and investigating reports of abuse, neglect, or exploitation, including reports on the 24-hour hotline where activities address the client's health needs. Health-related activities include, but are not limited to:
 - Gathering of information to develop an intervention plan to address any condition that places the elder or dependent adult at risk of a poor health outcome;
- Determining immediate health needs;

- Providing health related services to remedy or prevent situations of abuse, neglect, or exploitation;
- Arranging for the provision of food, housing, medical, counseling, emergency shelter, and in-home temporary services, to reduce the risk of poor health outcomes, such as;
 - Providing crisis intervention;
 - Assisting clients into voluntary shelter in response to health-related emergencies;
 - Locating a friend or relative to act as a collateral contact or a support system for health-related needs; and
 - Preparing written health-related reports and assessments.

CODE 5741 APS – HR CASE MANAGEMENT

Includes time spent performing health-related case management activities during the period following initial investigation and response to reports involving abuse, neglect, or exploitation of Medi-Cal eligible elder or dependent adult clients who meet the criteria for APS (definition in Code 5691). Public Guardian's (PG), who are CWD employees, may time study to this code only if the PG is responsible for performing APS activities or is responsible for activities that would normally be the responsibility of APS workers. Allowable activities are those necessary to help clients gain access to medical services in order to reduce risk or poor health outcomes, to provide a safety net to enable victims to protect themselves in the future and bring about changes in the lives of victims.

Health-related case management activities are those performed after the initial response and investigation of reports of abuse. Such health-related activities may include, but are not limited to:

- Further investigation of alleged abuse after case has been established, and subsequent reporting of health-related issues, including, but not limited to, social, medical, environmental, physical, emotional, socio-economic, and developmental issues;
- Gathering of information to develop an intervention plan to address any health-related condition that places the elder or dependent adult at risk of a poor health outcome;
- Assessing client's health-related needs, and the concerns and needs of other members of the family and household as it pertains to the health-related case management report;
- Analyzing health problems and strengths of the client, family, household;
- Establishing and updating a health-related service plan to alleviate identified problems, coordinating with other agencies that may include:

- Identification of health problems to be alleviated;
- Time-limited objectives based on health problems and strengths identified in the assessment;
- The health-related services to be provided and activities to be performed in order to meet health-related service plan objectives and goals;
- Description of how the client will be stabilized and linked with community services;
- Provisions for monitoring, follow-up, and reassessment to determine effectiveness of the health-related service plan;
- Voluntary removal of clients from their at-risk environment or home;
- Family issues, including stress, conflict, management, and health-related care-giving issues;
- Conservatorship needs.
- Providing counseling for clients and significant others to alleviate identified health-related problems and to implement the health-related service plan, including negotiating, mediating, and participating in problem solving;
- Stabilizing and linking with community services for treatment of health-related needs, and
- Arranging for food, housing, medical, and counseling services, to alleviate poor health outcomes as needed.

CHILD WELFARE SERVICES (CWS):

CASE MANAGEMENT

Case Management means a service-funded activity performed by a social worker that includes assessing the child's/family needs, developing the case plan, monitoring progress in achieving case plan objectives, and ensuring that all services specified in the case plan are provided. MPP 31-002(c) (1).

CASE PLAN

Case Plan means a written document that is developed based upon an assessment of the circumstances which required child welfare services intervention and that the social worker identifies a case plan goal, objectives to be achieved, specific services to be provided, and case management activities to be performed. MPP 31-002(c) (2).

PUBLIC LAW #96-272

Public Law #96-272 requires developing a case or services plan for a child including an initial plan and a comprehensive reunification plan. Additional reference: Public Law #101-239.

COUNSELING

Counseling means assisting the child and his/her family to analyze and better understand the situation; select methods of problem-solving; identifying goals; and exploring alternative behavior. MPP 31-002(16).

CODE 1101 Non-EA-ER Referrals

Includes time spent on Non-EA-ER Referral cases that do not meet the EA criteria (i.e., more than one episode in a 12-month period). Receiving emergency referrals, confirming whether the referral is a Child Welfare Services (CWS) referral, completing ER protocol and investigating the emergency allegations, including collateral contacts. This includes time spent closing cases in which allegations are unfounded. For cases in which allegations are founded, it includes investigation activities, reporting to the Department of Justice, and notifying the parents regarding temporary custody of the child.

NOTE: CWDs should query the Assistance to Children in Emergency (ACE) system for prior EA episodes to determine when a child is an EA case or not. Workers should use TSC 1101 at the point in time when it becomes known that the case is not EA eligible.

CODE 1381 CWS - SPMP

Includes selected activities to help children who are Medi-Cal eligible, including children in foster care and Seriously Emotionally Disabled children, to gain access to health related services in order to reduce their risk of poor health outcome. These activities include, but are not limited to, development, implementation and management of health related service plans; referrals to other agencies and programs for assessment, evaluation or treatment of health related needs; interagency coordination and liaison with providers to health-related services to improve the service delivery system, and in-depth informing and anticipatory guidance about causes, prevention, and remediation of health related needs; completing, updating, and disseminating any paperwork necessary to completion of these activities; and receiving or providing health related training.

NOTE: If a person not qualifying as *SPMP performs these activities* record the time to Program 144. SPMP performing non-enhanced health related activities also record this time to Program 144.

CODE 1501 EARLY, PERIODIC, SCREENING, DIAGNOSIS, AND TREATMENT (EPSDT)

Includes support activities for EPSDT, such as consultation, outreach, and follow-up, when performed by an EPSDT unit under contract to the local Child Health and Disability Prevention Agency. This does not include information and referral activities performed by eligibility workers.

CWS - PREPARATION FOR ELIGIBILITY DETERMINATION:

CODE 1431 CWS - EMERGENCY RESPONSE SERVICES

CODE 1432 CWS - FAMILY MAINTENANCE SERVICES

CODE 1433 CWS - FAMILY REUNIFICATION SERVICES

CODE 1434 CWS - PERMANENT PLACEMENT

Includes activities related to preparing for determination of a child's eligibility for the Foster Care or Adoption Assistance Program; not actual eligibility determination. For example:

- Gathering and verifying information used by the Eligibility Worker in regard to income, parental deprivation, resources, social security numbers, birth certificates, and child support;
- Filling out and processing necessary forms;
- Providing information to determine eligibility for other financial benefits such as SSI, VA, or Black Lung;
- Querying systems, records, and other staff for current AFDC status;
- Making court recommendations for support, requesting such court action and completing court orders;
- Preparing and participating in program audits; and
- Travel time associated with any of the above activities.

CWS - HR FOR MEDI-CAL ELIGIBLE CHILDREN:

CODE 1441 CWS - EMERGENCY RESPONSE PROGRAM

CODE 1442 CWS - FAMILY MAINTENANCE PROGRAM

CODE 1443 CWS - FAMILY REUNIFICATION PROGRAM

CODE 1444 CWS - PERMANENT PLACEMENT PROGRAM

Any activity to help children who are Medi-Cal eligible, including all foster and SED children, gain access to medical services and/or to attain or maintain a favorable physical or mental health condition by assisting them in identifying and understanding their health needs or securing and utilizing treatment and health maintenance services. Such activities include, but are not limited to, performing,

assisting the eligibility worker in, or assisting the parent of the child applying for determination or documentation of Medi-Cal eligibility for children; development, implementation and management of health plans; referrals to other agencies and programs for health needs; statistical reporting; outreach activities to Medi-Cal eligible or potential eligibles about available services and programs; and liaison activities with medical providers.

CODE 1456 CWS - TRAINING

Training activities include the following for all elements of the CWS program:

- Preparing for or providing training to staff;
- Participating in continuing training received after at least five consecutive days of induction training;
- Participating in training conferences or short-term training provided by outside agencies of less than four weeks;
- Providing training to current or prospective foster parents and to staff of foster family agencies; and
- Travel time associated with any of the above activities.

CODE 1465 CWS - SERVICES / NON-FEDERAL

The individual child's case plan shall be the basic guideline for the provision of child welfare services. Services include, but are not limited to, the following:

- Providing counseling or other therapeutic services to a child or to the child's family in order to ameliorate or remedy personal problems, behaviors, or home conditions, as referenced;
- Providing homemaking instruction, through discussion and example when parent/guardian functioning can be improved by teaching more effective child care skills and home maintenance. MPP 31-002(t)(1);
- Parenting training.

CWS - COURT-RELATED ACTIVITIES:

CODE 1471 CWS - EMERGENCY RESPONSE SERVICES

CODE 1472 CWS - FAMILY MAINTENANCE SERVICES

CODE 1473 CWS - FAMILY REUNIFICATION SERVICES

CODE 1474 CWS - PERMANENT PLACEMENT SERVICES

Any court-related activity directed to the placement of a child:

- Preparing for and/or participating in any judicial determination regarding a child;
- Preparing or filing court documents including petitions, motion for extension, termination of dependencies or a custodial order;
- Any court appearance where the local agency is seeking custody of a child, or the status of a child in the county's custody, which is being reviewed;
- Paperwork and contacts related to judicial activity; and
- Travel time associated with the above activities.
- **Staff development.**

CWS - BEST PRACTICE:

CODE 0321 Cohort 1 Sac/Placer

Includes any or all activities required to implement the Redesign objectives (modules) as described in the benchmarks within the County Implementation Plan. These include activities for planning, development, and implementation of community partnerships with CWS, community development with CWS, new intake structure (differential response, safety, risk and protective capacity assessment, etc.), permanency activities that restore families, rebuild families, return children home to their families, youth development and transition to adulthood activities, workforce development, interagency coordination and integration, fiscal coordination and maximization for interagency and CWS efforts, and accountability activities related to the Outcomes and Accountability System

CWS - CASE MANAGEMENT:

CODE 1481 CWS - EMERGENCY RESPONSE SERVICES

CODE 1482 CWS - FAMILY MAINTENANCE SERVICES

CODE 1483 CWS - FAMILY REUNIFICATION SERVICES

CODE 1484 CWS - PERMANENT PLACEMENT SERVICES

Includes activities directed to a specific child when the child remains in the home or in out-of-home placement, including relative placements and emergency shelter care. Included is the development of the case plan, which indicates specific services necessary to meet the protective needs of the child. Activities include, but are not limited to, the following:

- Assessing child's/family's needs and developing a case plan as indicated in regulations;

- Arranging for provision of services and referrals for other services, when necessary;
- Arranging for pre-placement visits;
- Working with foster parents to prepare them to receive a child;
- Monitoring progress in meeting case plan objectives and updating the case plan;
- Management and supervision of the case, participation in case conferences, permanency planning meetings, and administrative reviews;
- Recruitment activities, developing and distributing resource material, consulting and coordinating with service providers and community based organizations;
- Do not include court document preparation or petition filing - these are Code 147 (CWS-Court Related Activities).
- Visits for non-group home foster care placements (i.e., relatives and foster family homes). See TSC 5771 for visits related to children in group home placements; and
- Travel time associated with any of the above activities.
- **Staff Development.**

CODE 0071 RELATIVE/NONRELATIVE HOME APPROVAL PROCESS

Includes time spent assessing the relative/nonrelative caregivers suitability, performing criminal records checks, checking for prior child abuse/neglect allegations, and completing in-home safety inspections. Also includes time spent responding to relative concerns and other tasks related to the relative grievance procedure process.

CODE 1701 CWS - EMERGENCY HOTLINE RESPONSE

Includes time spent performing initial activities in response to all reports or referrals alleging abuse, neglect or exploitation of children. Includes activities that will ultimately result in the preparation of written reports and assessments.

CODE 3591 CWS – LIVE SCAN/CLETS BACKGROUND CHECKS

Includes activities associated with conducting CWS Live Scan/CLETS Background Checks, using Live Scan equipment to fingerprint foster parents and conducting searches through the Child Abuse Index, Federal Bureau of Investigation and California Department of Justice databases when processing background checks for criminal records of relative foster parents.

NOTE: Caseworkers performing activities associated with processing background checks when licensing non-relative foster parents should report their time to TSC 1551 (Licensing/Foster Family Home).

CODE 5231 CWS - OPTIONS FOR RECOVERY RECRUITMENT

Includes time spent performing Foster Parent recruitment activities for the Options for Recovery Program.

CODE 5441 CWS - MINOR PARENT INVESTIGATIONS (MPI) AB 908 (CHAPTER 307, STATUTES OF 1995)

This code has been established to capture social worker time spent performing in-person investigation activities for teen pregnancy disincentive requirements. Investigation activities include:

- Completing an in-home investigation of a minor parent's allegation of risk of abuse/neglect and returning the CA 25s to the eligibility worker indicating the results of the investigation;
- Completing an in-person assessment of the minor parent and his/her child(ren);
- Developing a safety plan that will include MPS for the minor parent and his/her child(ren); and
- Referrals of minor parent to other available services.

CODE 5561 CWS - MPS (AB 908)

Supportive services provided to parents and their child(ren) to assist them in creating a healthy and safe environment. MPS activities include: Provision of in-home based services, in-home visits, on-going assessments of the minor parent and his/her child(ren), and referrals to appropriate community services.

COMMUNITY CARE LICENSING (CCL):

CODE 1551 FOSTER FAMILY LICENSING

Includes recruitment, study, certification, licensing, and approval of foster family homes for children; re-certification, renewal, suspension, revocation, and complaint investigation actions affecting licensing; public information on out-of-home care programs and supporting participation of the public in such care; licensing information/data system activities; and travel related to any of these activities.

CODE 1571 DAY CARE LICENSING

Includes the provision of licensing requirements to facilitate the development of new family day care homes; evaluation and verification of the application, including the required on-site evaluation; renewal applications and site visit, if required; follow-up on complaints and deficiencies; and maintenance of a list of licensed family day care homes. Additional activities include:

- Review facility records prior to visits;
- Contact local resource and referral agencies for information about the facility;
- Review staff and child records on site;
- Interview children regarding facility conditions;
- Interview staff regarding qualifications and training;
- Provide licensees with copies of licensing regulations and inform licensees about changes in licensing law and regulations since the last on-site visit;
- Provide information about new community resources.

CODE 1581 FOSTER FAMILY LICENSING - TRAINING

Includes the following training activities for the Foster Family Licensing Program:

- Preparing and providing training to prospective foster parents on foster family home licensing requirements;
- Participating in continuing training received after induction training;
- Participating in short term training provided by outside agencies; and
- Participating in training conferences.

COUNTY SERVICES BLOCK GRANT (CSBG):

CODE 1131 CSBG - SPMP

Includes time spent by SPMP performing activities to help adult CSBG clients who are Medi-Cal eligible to gain access to health-related services in order to reduce their risk of poor health outcome. These activities include program planning and policy development activities as outlined in DHS' MAA Guides and Examples (see code 5711).

CODE 1142 CSBG - HR

Includes time spent performing activities to help adult CSBG recipients, who are Medi-Cal eligible, to gain access to medical services and attain and/or maintain a favorable physical or mental health condition by assisting the recipient in identifying and understanding their health needs.

This includes performing or assisting the eligibility worker in determination or documentation of the recipient's Medi-Cal eligibility; development, implementation and management of health plans; outreach activities to Medi-Cal eligible or potentially eligible persons about available services and programs; providing assistance to eligible recipients to access needed health related services; and statistical reporting.

CODE 1151 CSBG

Includes time spent performing activities not eligible for Title XIX funding for adult CSBG recipients. This includes out-of-home care for adults and optional services funded under CSBG.

EMERGENCY ASSISTANCE (EA):

CODE 2231 EMERGENCY ASSISTANCE (EA) - FOSTER CARE (FC)-
ELIGIBILITY

This program was previously entitled "Emergency Assistance (EA) Child Welfare Services (CWS) Eligibility". Includes eligibility determinations, screening for prior EA episodes, approvals, denials, authorization actions, and issuance of notices.

CODE 5131 EMERGENCY ASSISTANCE (EA) - ER APPLICATION
COMPLETION

Includes time spent completing the EA-ER application. Time spent obtaining the parent's signature on the EA application may be included.

CODE 5132 EMERGENCY ASSISTANCE (EA) - ER TRAINING

Includes time spent preparing for and providing EA-ER training for staff.

CODE 5134 EMERGENCY ASSISTANCE - ER REFERRALS

Includes time spent receiving emergency referrals, assessing whether the referral is a child welfare services referral, completing the ER protocol, and investigating emergency allegations, including collateral contacts. This includes time spent closing those cases in which allegations are unfounded. For those cases that the allegations are not unfounded, it includes time spent in investigation activities, reporting to the California Department of Justice and noticing the parents regarding the temporary custody of the child.

FAMILY PRESERVATION PROGRAM (FPP):

CODE 1591 FAMILY PRESERVATION PROGRAM - SPMP

Refer to Code 1381, CWS-SPMP, for description of activities.

NOTE: SPMP performing non-enhanced activities use Code 1681.

CODE 1681 FAMILY PRESERVATION PROGRAM - HR

Refer to Code 144 (CWS-Health Related) for Medi-Cal eligible children and description of activities.

CODE 1741 FAMILY PRESERVATION PROGRAM - TRAINING

Refer to Code 145 (CWS-Training) for description of activities.

CODE 1751 FAMILY PRESERVATION PROGRAM -
SERVICES/NONFEDERAL

Refer to Code 146 (CWS-Services) for description of activities.

CODE 1771 FAMILY PRESERVATION PROGRAM - CASE MANAGEMENT:
PREVENTIVE SERVICES

Refer to Code 148 (CWS-Case Management) for description of activities.

CODE 1791 FAMILY PRESERVATION PROGRAM - CASE MANAGEMENT:
FOSTER CARE

Refer to Program 148 (CWS-Case Management) for description of activities.

PROMOTING SAFE AND STABLE FAMILIES (PSSF):

CODE 5151 PSSF - FAMILY PRESERVATION SERVICES

Activities include, but are not limited to, services designed to help families alleviate crises that might lead to out-of-home placement of children; services that maintain safety of children in their home; services that support families preparing to reunite or to adopt a child; information and referral services.

CODE 5161 PSSF - FAMILY SUPPORT SERVICES

Family support activities include, but are not limited to, home visitation, parent education, information and referral services, family counseling services, respite care for parents and other caregivers, early development of children to assess the needs of children, literacy services, and health education for children and parents.

CODE 6751 PSSF - ADOPTION PROMOTION AND SUPPORT

Includes pre-and post-adoptive services designed to expedite the adoption process and support adoptive families; identifying prospective adoptive parents; assuring a foster care permanency option or, with older adolescents preparing for independent living; and preparing an adoption plan assessment on child.

CODE 6761 PSSF - TIME LIMITED FAMILY REUNIFICATION

Includes activities that are provided to a child who is removed from the child's home and placed in a foster family home or a childcare institution. These services are also for the parents or primary caregiver of such a child, in order to facilitate reunification of the child safely and appropriately, but only during the 15-month period that begins on the date that the child is considered to have entered foster care.

Services include individual, group and family counseling; inpatient, residential or outpatient substance abuse treatment services; mental health services; assistance to address domestic violence; temporary child care and therapeutic services for families, including crisis nurseries; and transportation to and from any of the above services.

FOSTER CARE (FC):

CODE 5041 AB 2129 (CHAPTER 1089, STATUTES OF 1993) FOSTER PARENT TRAINING

Includes time spent preparing for and providing short-term training to current and prospective foster parents.

CODE 5061 AB 2129 FOSTER PARENT RECRUITMENT

Includes time spent performing foster parent recruitment activities for the AB 2129 Foster Parent Training and Recruitment Program, and travel associated with recruitment activities.

CODE 5771 MONTHLY VISITS FOR GROUP HOME PLACEMENTS

Includes those activities performed by CWD social workers when providing monthly visits to all children placed in-group homes (in- and out-of-state).

FOSTER FAMILY AUDIT (FFA):

CODE 5331 COUNTY-OPERATED FFA

Includes time spent by caseworkers and support staff on county-operated FFA activities. It is restricted to San Mateo County.

IN-HOME SUPPORTIVE SERVICES (IHSS):

CODE 1021 IHSS - SPMP

Includes the following activities for welfare staff meeting SPMP requirements:

- 1) A physician completing the certification that an IHSS recipient needs personal care services.
- 2) A registered/public health nurse reviewing the case, reviewing services authorized by the social worker as outlined in the needs assessment, reviewing the certification of medical necessity for consistency with authorized services, providing consultation on the recipient's service needs, monitoring the recipient's condition and effectiveness of the client's Personal Care Services Program (PCSP) services, providing expert medical opinions related to the treatment plan, and liaison activity with service providers and other agencies that provide medical care on the medical aspects of PCSP.
- 3) Performing selected activities to help IHSS recipients who are Medi-Cal eligible to gain access to Health Related (HR) services in order to reduce their risk of poor health outcome. These activities include, but are not limited to, the development,

implementation and management of HR service plans; referrals to other agencies and programs for assessment, evaluation, or treatment of HR needs; interagency coordination and liaison with providers of HR services to improve the service delivery system; and informing and anticipatory guidance about the causes, and prevention and remediation of HR needs.

IHSS – PCSP/HR:

Program 103 captures costs for PCSP and HR activities for the IHSS program, including Supported Individual Providers (SIP) and SPMP costs not eligible for enhanced Federal Financial Participation. Related time study codes are as follows:

CODE 1031 IHSS - HR

Includes explaining, arranging for, and authorizing IHSS services when such activities are HR and provided to Medi-Cal eligible IHSS recipients; computation of any share of cost; development, implementation, and management of plans of treatment; outreach activities to inform IHSS Medi-Cal eligible recipients of available services and programs; providing assistance to eligible recipients to access needed HR services; and statistical reporting. This code applies to all HR activities on non-PCSP cases.

CODE 1032 IHSS - SUPPORTED INDIVIDUAL PROVIDERS (SIP) PCSP

Includes time spent assisting IHSS-PCSP recipients in selecting individual provider(s); assisting and training the recipient in the supervision of their individual provider(s); and actual transporting or accompaniment of the recipient to services related to personal care.

Coordinating outreach and recruitment of potential individual providers; establishing and maintaining a list of potential providers that recipients can choose from, and conducting orientation for recipients and individual providers on the IHSS program.

CODE 1033 IHSS - SIP HR

Includes time spent assisting IHSS-Non PCSP who are HR and Medi-Cal eligible recipients in selecting an individual provider(s); assisting and training the recipient in supervision of their individual provider(s); and the actual transporting or accompaniment of the recipient to services.

CODE 1034 IHSS - PCSP

Includes development, implementation, and management of the plan of treatment; referrals to other agencies and programs; determining third-party insurance coverage; referring IHSS-PCSP recipients to potential individual providers to assist them in selecting a provider; transporting or accompanying recipients to obtain services related to personal care; obtaining a doctor's certificate; making eligibility determinations and redeterminations for IHSS-PCSP; statistical reporting; voter registration activities; and processing provider grievances.

CODE 1041 IHSS - SIP NON HR/NON PCSP

Includes time spent assisting IHSS Program recipients not eligible for federal Medi-Cal funding, including non-PCSP recipients, in selecting an individual provider(s); assisting and training the recipient in supervision of their individual provider(s); and actual transporting or accompaniment of the recipient to services.

CODE 1042 IHSS - NON HR/NON PCSP

Includes IHSS activities not eligible for Title XIX funding. These activities are related to non-HR activities on non-PCSP cases. This includes time spent explaining IHSS program benefits to applicants/recipients; explaining employee and employer responsibilities; assessing service needs; development, implementation, and management of treatment plans; implementation activities for any IHSS court case; processing a claim form and calculating benefits related to a court case ruling; data input of claims; preparing reports; participation in case reviews and audits; voter registration activities, appeals, case dictation, and statistical reporting.

CODE 3301 IHSS - IN HOME SUPPORTIVE SERVICES

Includes fraud activities related to IHSS performed by Welfare Fraud Investigators and their first-line supervisors who have peace officer status under Penal Code Section 830.

INDEPENDENT LIVING PROGRAM (ILP):

CODE 1821 ILP - CASE MANAGEMENT

Includes ILP case management activities for children: assessing need for ILP services, developing ILP service plan, and referring the child to services.

CODE 1841 ILP - SERVICES

Includes provision of ILP services to children: Independence counseling; providing training on occupational and college preparatory high school classes, financial aid and scholarships, acquisition of social security cards, medical history information, birth certificates or other proof of birth, housing and home management; and other necessary services.

EDUCATION AND TRAINING VOUCHER (ETV) PROGRAM:

CODE 0671 EDUCATION AND TRAINING VOUCHER

Includes social work time spent on notifying and counseling former foster youth of the availability of, and potential eligibility for ETV funds, time spent on the preparation and distribution of flyers, pamphlets, and other outreach activities as necessary to advertise information about the ETV program.

SUPPORTIVE TRANSITIONAL EMANCIPATION PROGRAM (STEP):

CODE 3001 STEP-ELIGIBILITY

Allowable activities include: conducting eligibility determinations; benefit payment functions; Medi-Cal Program functions; and various intake activities such as screening, approvals, denials, and other dispositions of requests for aid, including restorations, budget computations, and authorizing actions.

CODE 3311 STEP TRANSITIONAL INDEPENDENT LIVING PLAN (TILP)

Allowable TILP activities include: developing the TILP assessment, developing an education/training plan, and referring youth to services.

OFFICE OF CHILD ABUSE PREVENTION (OCAP):

CODE 1671 CHILD ABUSE PREVENTION, INTERVENTION AND TREATMENT (CAPIT)

Includes provision of services for child abuse and intervention.

REFUGEE RESETTLEMENT PROGRAM (RRP):

CODE 1401 RRP - CWS

Includes time spent arranging for and providing the following services to eligible refugees in support of a CWS plan:

- Information and referral services.
- Outreach services, including activities designed to familiarize refugees with available services, explain the purpose of these services, and to facilitate access to these services.

Social adjustment services include:

1. Emergency services as follows: assessment and short term counseling to persons or families in a perceived crisis, referral to appropriate resources, and making arrangements for necessary services.
2. Health-related services as follows: information, referral to appropriate resources, assistance in scheduling appointments and obtaining services, and counseling to individuals or families to help them understand and identify their physical and mental health needs and maintain or improve their physical and mental health.
3. Home management services as follows: formal or informal instruction to individuals or families in management of household budgets, home maintenance, nutrition, housing standards, tenants' rights, and other consumer education services.
 - Day care for children.
 - Transportation.
 - Translation and interpretation services.
 - Case management services.

CODE 1411 RRP - CSBG

Includes same activities specified for Code 1400 except activities identified to Code 1410 must be provided to eligible refugees in support of a service plan directed at goals other than Employability or CWS.

SPECIALIZED TRAINING FOR ADOPTIVE PARENTS (STAP):

CODE 0051 STAP - RECRUITMENT

Includes time spent performing STAP recruitment activities that are performed in order to find and develop required resources that either do not exist, or do not exist in sufficient quantity to meet the needs of the population being served. This includes travel time associated with recruitment activities.

CODE 0052 STAP - TRAINING

Includes time spent preparing for and providing training to recruit adoptive parents to care for eligible children.

CODE 0053 STAP - CASE MANAGEMENT

Includes activities directed to a child in adoptive placement or activities immediately preceding an adoptive placement, such as a child adoptability assessment, adoptive applicant screening, and home study. This includes activities associated with the arrangement for non-medical support services including respite care for specially trained prospective adoptive parents and relative caretakers and activities generally supportive of the county's adoption program (see CWS case management activities in the PCDs).

SUPPLEMENTAL SECURITY INCOME/STATE SUPPLEMENTAL PAYMENT (SSI/SSP):

CODE 1351 SSI/SSP - OUT OF HOME CARE

Includes determining and certifying the need for out-of-home care for an SSI/SSP applicant or recipient who resides in an unlicensed home. This activity must be initiated by Form SSP 22.

SUPPORTIVE AND THERAPEUTIC OPTIONS PROGRAM (STOP):

CODE 5881 STOP - CASE MANAGEMENT

Activities are directed at developing a case plan, which indicates specific services necessary to promote a successful transition home and allows for continuity in service delivery. Activities include but are not limited to, the following:

- Identifying and developing specific services needed by children and their families;
- Developing a strength-based assessment;

- Linking families with community-based services and local service providers, along with teaching families how to access needed services;
- Coordinating with service providers and community based organizations;
- Activities that are directed towards enhancing, expanding or supporting STOP; and
- Travel time associated with any of the above activities.

CODE 7001 GENERIC

Includes time spent by caseworkers performing general administrative activities that essentially provide a department-wide benefit such as developing a manual on casework procedures. This also includes time spent training or in conference or staff meetings when the subject has department-wide benefit or cannot be identified to a specific program. This code is not to be used when performing case management activities, which continue to be recorded to the associated program.

SECTION II
CalWORKs FUNCTION
PROGRAM CODE DESCRIPTIONS
06/03

GENERAL FUNCTION DEFINITION

Any activity related to the CalWORKs Program.

TIME STUDY STAFF

- A. Workers performing CalWORKs eligibility determinations and grant maintenance activities; as well as referrals for services (such as mental health, substance abuse and domestic violence);
- B. Staff providing employment training services, including case management and needs assessment as well as referrals for services (such as mental health, substance abuse and domestic violence);
- C. Appeals Workers;
- D. County Performance Sample Data Collection Staff;
- E. Welfare Fraud Staff (i.e., Welfare Fraud Investigators [WFI] and their first-line supervisors) whom have peace officer status under Penal Code Section 830. Investigative staff who do not have peace officer status--a requirement necessary for reporting time to the same Fraud codes used by WFI- -should report time to applicable program codes that do not indicate that they are restricted to WFI staff.)
- F. Clerical and administrative staff performing CalWORKs activities on a full-time basis (e.g., case budget computations and Child Support disregard);
- G. Caseworkers, clerical and administrative staff performing fiscal or case budget activities associated with Title IV-D Child Support collections; and
- H. First-line supervisors of the staff listed in A-G, above.

CalWORKs:

Includes information and referral, eligibility determinations and grant maintenance functions for the CalWORKs Program; Medi-Cal and Food Stamp functions for linked cash grant CalWORKs cases; Welfare to Work (WTW) activities; voter registration activities; Income and Eligibility Verification System (IEVS) functions including inquiries, matches, fraud referrals, and follow-up; preparing and/or presenting a case for hearing; and modified Quality Control

Information System (QCIS) activities for the CalWORKs. This category also includes Integrated Earnings Clearance/Fraud Detection System (IFD) functions including earning clearance reviews; IFD fraud referrals; IFD overpayment computations, and related contacts; and CalWORKs zero grants.

Identify all time to one of the following:

CODE 2041 CalWORKs - IEVS

Includes reviewing and verifying that a discrepancy identified by the Integrated Earnings Clearance/Fraud Detection System (IFD) Wage Match and New Hire Match (NHM) exists between the gross earnings and employment reported by the recipient to the county, and by the employer to Employment Development Department (EDD); contacting recipients and employers to verify if earnings were unreported or underreported by the recipient and determining if an overpayment/overissuance was made; reviewing and verifying whether recipients received duplicate aid as indicated by the IFD Wage Match; contacting recipients, financial institutions, or any persons/agencies to verify existence and ownership of assets identified by the Franchise Tax Board Asset Match System, and determining if the recipient was ineligible for aid; determining whether an overpayment/overissuance was made and the amount of overpayment/overissuance if total ineligibility exists; and preparing associated Notice of Action and IEVS Response Document and IEVS Management Report (DPA 482). (NOTE: NHM information must be processed by dedicated IEVS staff who time study in accordance with CDSS time study instructions. As in the case with the wage match, we recommend that any resulting overpayments and grant reduction collections be initiated by dedicated IEVS or Collections staff, and time studied to Code 2781 (CalWORKs Overpayment Collections).

CODE 2261 CHILD/SPOUSAL SUPPORT DISREGARD

TSC 2261 (Child/Spousal Support Disregard) inadvertently dropped off in the December 1999 quarter. It includes preparing and authorizing payments, preparing any required notices, and responding to client inquiries about the disregard payment.

CODE 2571 SUPPORTIVE SERVICES OUTREACH

Includes time spend performing activities to expand existing outreach efforts and to develop and implement new outreach strategies. This may include media spots, posters, employment fairs, and providing information on availability of income support

including Earned Income Tax Credit (EITC), health coverage, and food and nutrition programs.

CODE 2691 CalWORKs SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS – (SAVE) PROGRAM

Primary and/or secondary verification activities to establish alien Satisfactory Immigration Status (SIS) with Immigration and Nationalization Service (INS) including: completion of primary and secondary INS verification forms; obtaining, copying, and transmitting alien documents to the INS; comparing INS data with documents submitted by aliens; and execution of consent for disclosure statement for amnesty and special agricultural worker applicants. SIS should be established for all aliens at application and for all alien recipients at recertification or redetermination.

CODE 2781 CalWORKs OVERPAYMENT COLLECTIONS (SB 627)

Includes the following CalWORKs collection activities:

1. Discovery and computation of overpayment, and notification of recipients (excluding IEVS matches);
2. Establishment of overpayment record and initiation of grant reduction or cash collection (for all overpayments including those discovered by IEVS);
3. Recording and accounting of collections;
4. Referral of closed cases for cash collection;
5. Re-establishment of grant reduction on reopened cases; and
6. Reporting of collection activity.

CODE 6101 CalWORKs - JAIL MATCH (SB 1556)

CalWORKs and PAFS cases - Jail Match casework activities required by SB 1556: includes reviewing and verifying that a recipient identified by the Jail Match System is, or has been, incarcerated; contacting recipients and jail facilities to verify whereabouts and exact dates of incarceration; determining if the recipient was eligible for aid and whether an overpayment/overissuance was made and the amount of the overpayment/overissuance if ineligibility exists for the recipient or case.

CODE 6141 CalWORKs ELIGIBILITY

Includes eligibility determinations in the CalWORKs Program to process Monthly Eligibility Report, and annual re-investigations.

Activities included are review application, review required forms and verifications, fingerprint imaging, request for information, home and office visits, completion of Notice of Actions, sanctions, computer data input, and activities in support of non-Administrative Disqualification Hearings (ADH)/non-Intentional Program Violations (IPV) cases.

Public Assistance Food Stamps (PAFS) and Two-Parent Family activities are time studied here, but the PAFS shift and Two-Parent Family caseload shift are applied to this program code. Activities that can be specifically identified to Medi-Cal, Non-Assistance Food Stamp Program, and Non-Federal Legal Aliens are captured under other program codes.

CODE 6151 INITIAL ELIGIBILITY DETERMINATION FOR CalWORKs, FOOD STAMP, AND MEDI-CAL PROGRAMS

Includes initial eligibility determination intake and grant determination activities that are common to CalWORKs, Food Stamp, and Medi-Cal Programs. Included activities are review of SAWS 1, application, review required forms and verifications, request for information, early fraud referral, home and office visits, computer data input, fingerprint imaging, and completion of Notice of Actions.

This code is intended for new applicants or returning recipients requiring a full intake due to a break in aid. It is intended for applicants whose eligibility for these three programs is unknown (or uncertain) pending eligibility determination.

If the applicant indicates that they are applying for CalWORKs only (i.e., no food stamps or Medi-cal assistance) use Code 6141.

CODE 6161 NONFEDERAL CalWORKs ELIGIBILITY-LEGAL NON CITIZENS

Includes eligibility determinations including initial determinations, review of Monthly Eligibility Reports, and Annual Re-Investigations performed on behalf of nonfederal CalWORKs participants (e.g., legal aliens ineligible under TANF guidelines, but eligible for CalWORKs). Allowable activities include review of SAWS 1, application, required forms and verifications, request for information, early fraud referral, home and office visits, computer data input, fingerprint imaging, and completion of Notice of Actions.

CODE 6181 CalWORKs PROGRAM INTEGRITY

This code is for non-WFI staff performing activities related to CalWORKs and Welfare-to-Work ADH/IPV cases, and CalWORKs Early Detection/Prevention Program (ED/PP). ED/PP activities with CalWORKs cases may include, but are not limited to, conducting investigations, home visits, interviews, preparing investigative reports for civil and criminal complaints for the prosecuting authority, maintaining complete records of fraud investigative activities, and statistical reports.

CODE 6631 CalWORKs CASE MANAGEMENT

Includes time spent performing case management activities. Allowable activities include grant maintenance, responding to inquiries, address and phone changes, case file reviews for TANF/CalWORKs families, and data collection conducted by County Performance Sample staff through the modified QCIS.

CODE 6641 INFORMATION AND REFERRAL

Includes providing applicant with information regarding programs and services available within the California Department of Social Services. Includes referrals to community agencies. Activities include explaining support services for employed persons, diversion program, childcare program, Welfare-to-Work Supportive Services, Cal-Learn program, Food Stamp Program, voter registration, etc.

CODE 6651 NONFEDERAL CalWORKs CASE MANAGEMENT - LEGAL ALIENS

Includes time spent performing case management activities. Allowable activities include grant maintenance, responding to inquiries, address and phone changes, case file reviews for TANF/CalWORKs families, and data collection conducted by County Performance Sample staff through modified QCIS.

CAL-LEARN PROGRAM:

CODE 0261 STATE-ONLY CAL-LEARN – ELIGIBILITY

Includes time spent performing administrative activities associated with Cal-Learn program sanctioned cases. Allowable activities include identifying Cal-Learn sanctioned cases; providing a teen parent with information; preparing informational notices and Notices of Action (NOAs); processing supportive services payments;

making grant determinations; authorization and processing of sanctions. This also includes time spent determining deferral and exemption status; determining good cause; approving sanction and bonus recommendations; and preparation for hearings.

CODE 0271 STATE-ONLY CAL-LEARN – CASE MANAGEMENT

Includes time spent performing case management activities associated with Cal-Learn Program sanctioned cases. Allowable activities include providing assistance to a teen parent to obtain educational, social and health services, scheduling and providing orientations to teen parents for the Cal-Learn Program; counseling; developing case plans; identifying need for, arranging, and authorizing supportive services; coordinating the child care plan with the educational plan; making referrals to community services; monitoring the teen parent to determine effectiveness of service provision; assessing progress toward case plan goals; making adjustment to improve teen parent's program; and recommending payment of bonuses or imposition of sanctions.

CODE 6171 CAL-LEARN CASE MANAGEMENT

Includes providing assistance to teens to obtain educational, social and health services; scheduling and providing orientation to the Cal-Learn Program; counseling; developing case plans; identifying the need for, arranging, and authorizing supportive services; coordinating child care plan with educational plan; making referrals to community services; monitoring the teen parent to determine effectiveness of service provision; assessing progress toward case plan goals; making changes to improve teen parent's program; and recommending payment of bonuses or imposition of sanctions.

This code does not include activities that can be specifically identified to Child Welfare Services-Minor Parent Investigations.

CODE 6301 CAL-LEARN ELIGIBILITY

Includes identifying Cal-Learn cases; providing a teen parent or pregnant teen with information and referral to the Cal-Learn Program; preparing informational notices and Notices of Action; processing supportive services payments; making grant determinations; authorization and processing of sanctions and bonuses. This includes time spent determining deferral and exemption status; determining good cause; approving sanction/bonus recommendations; and preparation for hearings.

CODE 6401 NONFEDERAL CAL-LEARN ELIGIBILITY - LEGAL ALIENS

Includes time spent performing program administrative activities associated with the Cal-Learn Program on behalf of nonfederally-eligible CalWORKs recipients (e.g., legal aliens though ineligible under Temporary Assistance for Needy Families [TANF] guidelines remain eligible for aid under CalWORKs). Allowable activities include identifying Cal-Learn cases; providing a teen parent or pregnant teen with information and referral to the Cal-Learn Program; preparing informational notices and Notices of Action (NOAs); processing supportive services payments; making grant determinations; authorization and processing of sanctions and bonuses. This includes time spent determining deferral and exemption status; determining good cause; approving sanction and bonus recommendations; and preparation for hearings.

CODE 6411 NONFEDERAL CAL-LEARN CASE MANAGEMENT - LEGAL ALIENS

Includes time spent performing case management activities associated with the Cal-Learn Program on behalf of nonfederal eligible CalWORKs recipients. Allowable activities include providing assistance to teens to obtain educational, social and health services; scheduling and providing orientation to the Cal-Learn Program; counseling; developing case plans; identifying need for arranging, and authorizing supportive services; coordinating child care plan with educational plan; making referrals to community services; monitoring the teen parent to determine effectiveness of service provision; assessing progress toward case plan goals; making adjustments to improve teen parent's program; and recommending payment of bonuses or imposition of sanctions. Deferral and exemption status; determining good cause; approving sanction and bonus recommendations; and preparation for hearings.

CalWORKs FRAUD ACTIVITIES:

Includes any activity performed by WFIs related to the investigation and prosecution of fraud when a person, on behalf of himself or herself, has knowingly with the intent to deceive or defraud made a false statement or representation to obtain aid, to obtain a continuance or increase of aid, or to avoid reduction or denial of aid.

WFIs are required to record time for investigative activities to the codes specified below. Investigators and their first-line supervisors are required to have peace officer status under California Penal Code Section 830 in order to record time to

fraud programs. Investigative staff who do not have peace officer status must record time spent on investigative activity as casework time, identified to the applicable program.

CODE 3011 CalWORKs FRAUD

Includes fraud activities related to a federal CalWORKs case. A case is defined as federal if at any time during the investigation period it was federally eligible.

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3051 NONFEDERAL CalWORKs FRAUD

Includes fraud activities related to a nonfederal CalWORKs case, including Two-Parent program participants. A case is defined as nonfederal if during the entire investigation period it was non-federally eligible (e.g., legal aliens ineligible under TANF guidelines, but eligible for CalWORKs).

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3151 FEDERAL CalWORKs AND FOOD STAMP FRAUD

Includes activities related to a case receiving both federal CalWORKs and Food Stamps. When investigation ceases on one of the program components of the case, activities are reported solely to the remaining component (i.e., either CalWORKs fraud or Food Stamp fraud).

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3201 NONFEDERAL CalWORKs and FOOD STAMP FRAUD

Includes activities related to a case receiving both nonfederal CalWORKs and Food Stamps (e.g., legal aliens ineligible under TANF guidelines, but eligible for CalWORKs). When investigation ceases on one program component of the case, activities are reported solely to the remaining component (i.e., either non-federal CalWORKs fraud or nonfederal Food Stamp fraud).

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3401 EARLY FRAUD DETECTION/PREVENTION (EFD/P) - FEDERAL CalWORKs

Activities with federal CalWORKs cases include, but are not limited to, conducting investigations, home visits, interviews, preparing investigative reports for civil and criminal complaints for prosecuting authority, maintaining complete reports of fraud investigative activities, and completing statistical reports.

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3421 EFD/P - CalWORKs and FOOD STAMPS

Includes EFD/P activities related to combined CalWORKs and Food Stamp cases.

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3921 FRAUD - CalWORKs AFIRM - LA COUNTY

For Los Angeles County only - includes identifying match situations, investigating referrals from eligibility staff, validating fingerprint matches, referring cases to the District Attorney when necessary, determining if half matches are full matches, referral of full match cases to eligibility staff, and statistical reporting.

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3931 FRAUD - PAFS AFIRM - LA COUNTY

For Los Angeles County only - activities on a Public Assistance Food Stamp (PAFS) case (i.e., combined CalWORKs and Food Stamp) includes identifying match situations, investigating referrals from eligibility staff, validating fingerprint matches, referring cases to the District Attorney when necessary, determining if half matches are full matches, referral of full match cases to eligibility staff, and statistical reporting.

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3941 FRAUD - CalWORKs AFIRM - EVALUATION

For Los Angeles County only - casework activities to be included for this code are the same as described for Code 3921 (Fraud - CalWORKs AFIRM – LA County).

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

WELFARE TO WORK (WTW) CASEWORKER ACTIVITIES:

Effective with the March 1998 quarter, Greater Avenues to Independence (GAIN) Placement and Development Services activities formerly captured separately under Code 4052 (GAIN-Placement and Development Services), have been re-classified as "general" WTW caseworker activities listed below. These activities include: soliciting and developing employment and training slots for the Work Experience component; negotiating employment and training contracts; and performing on-site programmatic monitoring of contracts, including contractor compliance in meeting the participant's employment goal and resolution of participation problems.

General WTW caseworker activities include: determining exemptions; arranging for the participant's entry into the WTW component; referring clients to the tribal TANF program; assessing the need for, and arranging of supportive services, other than child care; calculating supportive service overpayments (OP); completing OP Notices of Actions; coordinating OP grant adjustments with CalWORKs caseworker; tracking and monitoring participant activities; securing and referring participants to job interviews; arranging for or providing-employment or training-related counseling; completing subsequent WTW plans; coordinating grant-based OJT with the CalWORKs caseworker; conducting good cause and compliance determinations; determining the need for, and coordinating, sanction activities with the CalWORKs caseworker; preparing, for and presenting, information at hearings; providing client services, and referrals to mental health/substance abuse services.

WTW caseworker activities listed within each WTW Code listed below are in addition to the general WTW caseworker activities listed above. PLEASE IDENTIFY ALL CASEWORKER ACTIVITIES TO THE FOLLOWING WTW PROGRAM COMPONENTS ACCORDING TO PROGRAM PARTICIPANT ASSIGNMENT.

CODE 4512 NONFEDERAL WTW

Includes activities for all WTW components performed on behalf of a nonfederal participant (e.g., legal aliens ineligible under TANF guidelines but eligible for CalWORKs).

CODE 6201 WTW PRE-ASSESSMENT

Includes providing a CalWORKs applicant/recipient with WTW Program appraisal orientation to the WTW program and available supportive services; advising the client of his/her rights and responsibilities; conducting activities associated with the Welfare Opportunity Tax Credit (WOTC) Program; administering the basic skills screening tests; developing and documenting the preliminary employment goal; completing General and Initial Activity Agreement; referring participant to the initial assignment or WTW Assessment; and activities prior to and after assessment related to one-week job readiness workshop and activities related to supervised or unsupervised job search. This includes Job Club Case Management (CM) and Program Operations, Supervised Job Search CM and Program Operations, and Other Job Search Services CM activities.

CODE 6211 WTW POST-ASSESSMENT: COMMUNITY SERVICE

Includes any activities performed relating to the provision of community service assignments to WTW program participants who are participating in Community Service activities prior to reaching the 18 or 24 month time limit as well as those who have reached their time limit (18th month or 24th month, as applicable) and have not found unsubsidized employment sufficient to meet required minimum hours of participation.

CODE 6221 WTW POST-ASSESSMENT: OTHER

Includes any WTW post-assessment activities other than those related to either Vocational Education or Community Service WTW components.

CODE 6231 WTW POST-ASSESSMENT: VOCATIONAL EDUCATION

Includes job-specific training in a classroom or on-site setting and other college training, including post secondary education and self-initiated programs.

CODE 6241 WTW ASSESSMENT

Includes activities related to participant's entry into the component; amended WTW plans; third party assessment; vocational assessment; evaluation of participant's education and employment history and need for supportive services; evaluation and completion of the participant's WTW plan; and reappraisals.

CODE 6311 CalWORKs TRANSITIONAL SERVICES

For counties that have provisions for transitional services in their county plans. This includes transitional services case management activities.

CODE 6481 CalWORKs TRANSITIONAL SERVICES, NONFEDERAL

For counties that have provisions for transitional services to legal aliens and Two-Parent Families (e.g., legal alien's ineligible under TANF guidelines, but eligible for CalWORKs) in their county plans. This includes transitional services case management activities.

CODE 6781 WTW -STATE ONLY TWO-PARENT FAMILIES: PRE ASSESSMENT

Includes WTW pre-assessment activities for State Only Two-Parent families. Allowable activities are the same as those under TSC 6201 (WTW Pre-Assessment).

CODE 6791 WTW STATE ONLY TWO-PARENT FAMILIES: COMMUNITY SERVICE

Includes WTW community service activities for State Only Two-Parent families. Allowable activities are the same as those under TSC 6211 (WTW Community Service).

CODE 6801 WTW STATE ONLY TWO-PARENT FAMILIES: VOCATIONAL EDUCATION

Includes WTW vocational education activities for State Only Two-Parent families. Allowable activities are the same as those under TSC 6231 (WTW Vocational Education).

CODE 6811 WTW STATE ONLY TWO-PARENT FAMILIES: ASSESSMENT

Includes WTW assessment activities for State Only Two-Parent families. Allowable activities are the same as those under TSC 6241 (WTW Assessment).

CODE 6821 WTW STATE ONLY TWO-PARENT FAMILIES: POST-ASSESSMENT OTHER

Includes WTW post-assessment activities for State Only Two-Parent families. Allowable activities are the same as those under TSC 6221 (WTW Post-Assessment: Other).

CODE 6831 TWO-PARENT FAMILIES: CHILD CARE TRAINING - STATE ONLY

This project will focus on necessary training and teaching of basic childcare and safety to CalWORKs Two-Parent families. Expected outcome is the ability for these families to serve as in-home license exempt, in-home licensed or center-based childcare providers.

CODE 6851 CalWORKs DOMESTIC VIOLENCE SERVICES

Includes time spent by county staff in direct provision of domestic violence services. These services may include, but are not limited to: community domestic violence services; individual counseling of the participant and children; group counseling; parenting skills training; independent living skills training.

CODE 6861 RECIPIENT CHILD CARE TRAINING

This project will focus on necessary training and teaching of basic childcare and safety to CalWORKs recipients. Expected outcome is the ability for these recipients to serve as in-home license exempt, in-home licensed or center-based childcare providers.

CODE 6871 TIMED-OUT-EMPLOYMENT SERVICES-NON-ASSISTANCE

Includes case management and related WTW activities (e.g., determining exemptions, arranging for the participant's entry into the WTW component; performing needs assessment, etc.) provided to employed timed-out individuals. For additional activities, please

refer to the Program Code Descriptions for WTW caseworker activities and the following time study codes:

6201	WTW Pre-Assessment
6211	WTW Post-Assessment; Community Service
6221	WTW Post-Assessment: Other
6231	Post-Assessment: Vocational Education
6241	WTW Assessment

CODE 6891 TIMED-OUT-EMPLOYMENT SERVICES-ASSISTANCE

Case management and related activities are the same as for Time Study Code 6871 except provided to unemployed timed-out families.

FEDERAL WtW PROGRAM:

~~CODE 6421 FEDERAL WtW GRANT PROGRAM – MATCHING FUNDS~~

~~Includes activities related to provision or arrangement of specific allowable activities under the Federal WtW Grant Program to target populations of the hardest to employ recipients of CalWORKs. Pursuant to H.R. 3424 some non-custodial parents may be included; along with young adults between 18 and 25 years of age who received foster care as a minor, and custodial parents with income below the 100 percent poverty level. (These individuals do not have to be recipients of assistance to be eligible).~~

~~Includes referring program participants to community service and work experience assignments; activities related to job creation through public or private sector employment wage subsidies and on-the-job training; contract-related activities involving public or private providers of readiness, placement and post-employment services; providing job vouchers for placement readiness and post-employment services; and providing job retention or supportive services provided that such services are not otherwise available.~~

DEMONSTRATION PROJECTS:

CODE 0401 CHILD SUPPORT ASSURANCE (CSA) DEMO PROJECT

Includes activities associated with CSA for counties that are selected by the California Department of Social Services to participate in the demonstration project. Code previously listed incorrectly as TIME STUDY CODE 6521.

CODE 2631 U.S. RESIDENCY PROJECT – CalWORKs

For Imperial and San Diego Counties only - includes interviewing applicants and recipients of public assistance to determine residency; reviewing documents for authenticity, completeness, and accuracy; determining case status; data collection for project evaluation; and referral of sampled cases for fraud investigation follow-up.

CODE 7001 GENERIC

Includes time spent by caseworkers performing general administrative activities that essentially provide a department-wide benefit such as developing a manual on casework procedures. Also includes time spent training or in conference or staff meetings when the subject has department-wide benefit or cannot be identified to a specific program. This code is not to be used when performing case management activities, which continue to be recorded to the associated program.

**SECTION III
OTHER PUBLIC WELFARE FUNCTION
PROGRAM CODE DESCRIPTION
09/04**

GENERAL FUNCTION DEFINITION

Includes activities associated with the eligibility determination process performed on behalf of public assistance applicants (other than CalWORKs) and case management activities for continuing cases.

TIME STUDY STAFF

- A. Staff performing activities listed below should record time to appropriate Other Public Welfare codes.
- B. Workers performing public assistance eligibility determinations and associated case management activities, including Food Stamp certification workers; as well as referrals for services (such as mental health, substance abuse and domestic violence);
- C. Quality Control/Quality Assurance Staff;
- D. Caseworkers who generally perform program activities associated with another function (e.g., CalWORKs, Social Services, etc.) and perform Other Public Welfare Function activities;
- E. Clerical and administrative staff performing Other Public Welfare Programs Function activities on a full-time basis;
- F. Welfare Fraud Staff (NOTE: These are Welfare Fraud Investigators [WFI] and their first-line supervisors who have peace officer status under Penal Code Section 830. Investigative staff who do not have peace officer status--a requirement necessary for reporting time to the same fraud codes used by WFI--should report time to applicable program codes that do not indicate that they are restricted to WFI staff.);
- G. Caseworkers, clerical, and administrative staff performing fiscal or case budget activities associated with Title IV-D Child Support collections; and
- H. First-line supervisors of staff listed in A – F above.

CODE 0291 Rosales v. Thompson

Includes the following activities performed on behalf of Rosales v. Thompson for determining eligibility for new Foster Care and Adoption Assistance program cases: reviewing cases for determining eligibility under Rosales v. Thompson; gathering and verifying information used by the Eligibility Worker in regard to income, parental deprivation, resources, social security numbers, birth certificates, and child support; calculating reimbursement amounts; and documenting adjusted payment in the case file.

CODE 0301 Kin-GAP PROGRAM ELIGIBILITY FEDERAL PROGRAM

Includes the following activities performed on behalf of Kin-GAP cases: conducting eligibility determinations and benefit payment functions; various intake activities such as screening, approvals, denials; other dispositions of requests for aid, including restorations; budget computations and authorizing actions; child support referrals; home visits; intercounty transfers; and program status changes. Code 0301 also includes activities performed for continuing Kin-GAP case maintenance.

CODE 0311 Kin-GAP PROGRAM ELIGIBILITY NONFEDERAL PROGRAM

Includes the following activities performed on behalf of Nonfederal Kin-GAP cases: conducting eligibility determinations and benefit payment functions; and various intake activities, such as screening, approvals, denials, and other dispositions of requests for aid, including restorations; budget computations and authorizing actions; child support referrals; home visits; intercounty transfers; and program status changes. Code 0311 also includes activities performed for continuing Kin-GAP case maintenance.

CODE 2111 FOOD STAMP ISSUANCE

Issuance activities include all activities after the household is certified, excluding completion of FNS-46, FNS-250, and FNS-259 reports. Issuance activities include, but are not limited to, preparation and issuance of an authorization document or list, such as Authorization to Participate; completion of direct access records, such as Record-for-Issuance file or Household Issuance Record card; providing replacement authorization documents; and EDP developmental or maintenance and operations activities for on-line issuance systems.

CODE 2171 COUNTY MEDICAL SERVICES PROGRAM - NON-REFUGEE
RESETTLEMENT PROGRAM (RRP)/CHEP

Includes eligibility determinations and case maintenance for County Medical Services Program for the following population:

- Applicants or recipients identified as non-aided and non-linked who are not pregnant or who are not living in an Intermediate Care Facility/Skilled Nursing Facility (ICF/SNF).
- Persons ineligible for services through RRP or Cuban/Haitian Entrant program.

CODE 2191 TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) -
PROBATION ELIGIBILITY

Includes eligibility determinations, screening for prior TANF probation episodes, approvals, denials, authorization actions, and issuance of notices.

CODE 2251 CHILD SUPPORT

Includes activities related to processing support obligations collected by the District Attorney, recoupment and pass-on calculations, and activities performed when disbursing funds to appropriate parties.

CODE 2301 ADOPTION ASSISTANCE PROGRAM (AAP)

Includes eligibility determinations and payment maintenance activities on AAP cases.

CODE 2451 SPECIAL CIRCUMSTANCES PROGRAM – Admin

Includes time spent determining eligibility, assessing and verifying need for special circumstances, informing applicants of program requirements/ benefits, maintaining case files, performing benefit computations, and preparing authorization actions for eligible SSI/SSP recipients.

CODE 3601 FOOD STAMP SANCTION/REINVESTMENT PROJECT

Includes activities associated with developing and implementing a food stamp reinvestment project aimed at reducing food stamp error rates. Staff should only use this code to report time spent on activities that benefit the food stamp program.

FOOD STAMP EMPLOYMENT AND TRAINING (FSET) ABLE BODIED
ADULTS WITHOUT DEPENDENTS (ABAWD) – WORKFARE AND
EDUCATION TRAINING:

Program codes 306 and 307 capture costs that serve ABAWD in Workfare/Training activities. ABAWDs are Non-Assistance Food Stamps (NAFS) recipients over the age of 17 and under the age of 50, who in order to remain eligible for food stamps must meet the ABAWD work requirement. Related time study codes are as follows:

CODE 3061 FSET ABAWDs – WORKFARE

Includes time associated with offering/filling slots and all other caseworker activities associated with ABAWD participation in qualifying workfare slots. This includes assessment, placement, and case management activities to place and keep ABAWDs in workfare slots. A qualifying workfare slot is an allowable FSET activity that is used to meet ABAWD work requirement.

CODE 3071 FSET ABAWDs – EDUCATION/TRAINING

Includes time associated with offering/filling slots and all other caseworker activities associated with ABAWD participation in qualifying education/training slots. This includes assessment, placement, and case management activities to place and keep ABAWDs in educational or training slots. A qualifying education and training slot is an allowable FSET activity that is used to meet ABAWD work requirement.

CODE 3081 CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI)

Includes time spent performing selected activities for CAPI applicants and recipients. Activities include, but are not limited to, accepting /screening applications, including applications for SSI; determining/redetermining eligibility; performing grant calculations and grant maintenance functions; informing applicants of program requirements; preparing notice of actions; making fraud referrals; and preparing reports.

CODE 3451 AFDC FOSTER CARE (FC) ELIGIBILITY

Includes the following activities performed on behalf of FC cases: conducting eligibility determinations and benefit payment functions; Medi-Cal program functions and various intake activities, such as screening, approvals, denials, and other dispositions of requests for

aid, including restorations; budget computations and authorizing actions; Early Periodic Screening Detection Treatment (EPSDT) and child support referrals; home visits; intercounty transfers; and program status changes. Code 3451 also includes activities performed for continuing case maintenance.

CODE 3481 OCOP/GR Non-EDP

For activities associated with the GR program and for individuals who are not eligible for services under other programs. This code is to be used for those programs that do not benefit from county EDP operations/costs. Programs that do benefit from EDP should be claimed to Code 3521 (OCOP/GR).

CODE 3501 RRP MEDICAL

Includes RRP Medically Needy Only (MNO) refugees, refugee children less than 21 years of age, pregnant refugee women, refugees residing in an ICF/SNF, and eligible non-aided Medically Indigent (MI) adult refugees. This includes eligible adult refugees who are non-aided, non-linked, not pregnant, and not living in an ICF/SNF.

CODE 3511 REFUGEE CASH ASSISTANCE/ENTRANT CASH ASSISTANCE PROGRAM (RCA/ECA)

Includes eligibility determinations and grant maintenance activities for time eligible RCA/ECA recipients and for Unaccompanied Refugee/Entrant Minors. This also includes conducting cause determinations and conciliation for RCA clients.

CODE 3521 OTHER COUNTY ONLY PROGRAM (OCOP)/GENERAL RELIEF (GR)

For the GR program and for individuals who are not eligible for services under other programs. This includes the following activities: eligibility determinations (including fingerprint imaging) and grant maintenance functions; fraud activities related to OCOP or GR programs; providing employment training services to GR recipients and other individuals who are not eligible for services under other employment programs; providing Welfare to Work (WTW) and social services to GR and RCA recipients. This also includes provision of non-CSBG services to refugees. This code is to be used for those programs that benefit from county EDP operations/costs. Programs that do not benefit from EDP should be claimed to Code 3481 (OCOP/GR Non-EDP).

CODE 3891 CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI)
SUPPLEMENTAL SECURITY INCOME (SSI)/NATURALIZATION
CASE MANAGEMENT AND REFERRAL

Includes time spent assisting CAPI clients in completing SSI appeal forms and referring clients to a panel of attorneys to provide representation at appeal hearings; assisting CAPI clients in collecting medical and psychological records, scheduling medical/psychiatric appointments, arranging for transportation to medical appointments if the client has a disability determination or appeal hearing pending with the Social Security Administration (SSA) on a disability hearing; submitting completed forms to SSA and the State Disability Determination Office; acting as liaison with SSA and State Disability Determination Office to ensure that all SSI-related requirements are met for SSI approval; and assisting the CAPI client in obtaining citizenship by making referrals to Immigration and Naturalization Service, assisting in completion of documents, making referrals to citizenship courses, and assisting in the SSA appeal process of a citizenship issue.

OTHER FSET ACTIVITIES:

Program Code 464 captures costs for the employment and training activities for Non-Assistance Food Stamp (NAFS) applicants and recipients who meet Federal Nutrition Services requirements for food stamp eligibility.

CODE 4641 OTHER FSET ACTIVITIES

This reporting code includes staff time associated with: 1) conducting assessment, placement, and case management activities for FSET program participants who are non-ABAWDs or ABAWDs in non-qualifying activities; 2) determining deferrals; 3) arranging for supportive services payments; 4) conducting good cause determinations; and 5) placing FSET participants into nonmedical alcohol and other drug rehabilitation services. Alcohol and other drug rehabilitation services can only be offered in combination with qualifying work activities and cannot exceed 25% of an ABAWD's total work activities. Non-qualifying activities for ABAWDs include stand-alone job search and stand-alone job club.

CODE 4781 REFUGEE EMPLOYMENT SOCIAL SERVICES

Includes all activities related to provision of employment and training services that are approved in the county's plan. These activities are provided to eligible refugees and funded by Refugee Employment Social Services.

CODE 4801 REFUGEE TARGETED ASSISTANCE

Includes all activities related to the provision of employment and training services that are approved in the county's plan. These activities are provided to eligible refugees and funded by Refugee Targeted Assistance.

NONASSISTANCE FOOD STAMP (NAFS):

The following codes currently assigned to the NAFS Program were established to capture caseworker hours associated with performing specific activities previously identified as those that benefit NAFS, or pure FS cases only. As indicated by the program title, NAFS cases are FS cases that include individuals whom, aside from receiving FS benefits, are not currently receiving a cash grant through the CalWORKs (previously AFDC program). NAFS cases may also include Refugee, GR, Cuban/Haitian Entrant, or MI members.

In contrast, with the exception of Code 2110 (Food Stamp Issuance), caseworker hours performed on behalf of Public Assistance Food Stamp (PAFS) cases (i.e., cases that receive both CalWORKs and FS), as opposed to NAFS cases, should be reported to the appropriate CalWORKs time study code located in the CalWORKs Function PCDs. Code 2110 (Food Stamp Issuance) is an exception because food stamp issuance activities are by definition food stamp costs; therefore, there is no need to distinguish between PAFS and NAFS cases. In addition to the various activities listed below for each individual NAFS time study code, allowable NAFS activities also include: Income and Eligibility Verification System (IEVS) related functions (e.g., inquiries, matches, fraud referrals, Integrated Earnings Clearance/Fraud Detection System (IFD) overpayment computations and related follow-up contacts), fingerprint imaging, hearing preparation and/or presentation, and FS Quality Control (QC) activities.

CODE 2181 NAFS-IEVS

Includes reviewing and verifying that a discrepancy identified by the IFD Wage Match and New Hire Match (NHM) exists between gross earnings and employment reported by the recipient to the county, and by the employer to EDD; contacting recipients and employers to verify if earnings were unreported or underreported by the recipient; determining if an overpayment/overissuance was made; reviewing and verifying whether recipients received duplicate aid as indicated by the IFD Wage Match; contacting recipients, financial institutions, or any persons/agencies to verify existence and ownership of assets identified by the Franchise Tax Board Asset Match System; determining if the recipient was ineligible for aid; determining whether an overpayment/overissuance was made and the amount of overpayment/overissuance if total ineligibility exists; and preparing the associated Notice of Action and IEVS Response

Document and IEVS Management Report (DPA 482). (NOTE: NHM information must be processed by dedicated IEVS staff who time study in accordance with CDSS time study instructions. As in the case with the wage match, we recommend that any resulting overpayments and grant reduction collections be initiated by dedicated IEVS or Collections staff, and time studied to Code 2780 (CalWORKs Overpayment Collections [SB 627]).

CODE 2341 FRAUD-NAFS AFIRM - LOS ANGELES (LA) COUNTY

For LA County only - includes referral of cases to fraud investigations, documenting applicant/recipient explanations, and preparing notices of actions.

CODE 2621 U.S. RESIDENCY PROJECT-NAFS

For Imperial and San Diego Counties only - includes interviewing applicants and recipients of public assistance to determine residency; reviewing documents for authenticity, completeness and accuracy; determining case status; gathering data for project evaluation; and referral of sampled cases for fraud investigations.

CODE 2681 SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) PROGRAM - NAFS

Satisfactory Immigration Status (SIS) verification activities for aliens applying for the NAFS program. Primary and/or secondary verification activities to establish alien SIS with Immigration and Nationalization Service (INS) including: completion of primary and secondary INS verification forms; obtaining, copying, and transmitting alien documents to the INS; comparing INS data with documents submitted by aliens; and execution of consent for disclosure statement for amnesty and special agricultural worker applicants. SIS should be established for all aliens at application and for all alien recipients at recertification or redetermination.

CODE 2751 EARLY FRAUD DETECTION/PREVENTION PROGRAM (EFD/P) NAFS

For counties that have an approved plan for 100% federal and state funding. Activities listed for ED/PP in Code 3441 (NAFS Program Integrity) apply to this program.

CODE 3101 NAFS FRAUD

Includes fraud activities performed by WFI and their first-line supervisors who have peace officer status under Penal Code

Section 830 related to NAFS cases. Do not report time spent on investigative activities to Code 3100 for cases receiving both CalWORKs and FS benefits.

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3341 FRAUD-NAFS AFIRM - LA COUNTY

For LA County only - includes activities performed by WFI and their first-line supervisors who have peace officer status under Penal Code Section 830. Allowable activities include: identifying match situations, investigating referrals received from eligibility workers, validating fingerprint matches, referring cases to the District Attorney when necessary, determining if half matches are full matches, referral of full match cases to eligibility staff, and statistical reporting activities.

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3411 EFD/P - NAFS (WFI)

Includes NAFS case-related EFD/P activities performed by WFI and their first-line supervisors who have peace officer status under Penal Code Section 830. Allowable activities include conducting investigations, home visits, interviews, preparing investigative reports for civil and criminal complaints for prosecuting authority, maintaining complete records of investigative activities, and completing statistical reports.

NOTE: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3431 NAFS ELIGIBILITY

Includes NAFS Program intake activities such as: fingerprint imaging and certification or denial of benefits on behalf of new applicants; recertification following a break in receiving benefits; verification of income, mandatory deductions, and other asset-related issues; activities in support of non-Administrative Disqualification Hearings/non-Intentional Program Violation (IPV) cases; budget computation, quality assurance, supervisorial review activities; and Work Opportunity Tax Credit (WOTC) Program-related activities. This also includes continuing NAFS activities, such as: performing budget recomputations, program eligibility termination, making Employment Development Department (EDD)

referrals, authorizing actions, intercounty transfers, program loss computations and adjustments, fraud or collection referrals, home visits, expedited service, recertification with no break in benefits, authorization for benefit issuance, budget computations for recertifications, quality assurance or supervisorial review activities, and WOTC Program activities. This also includes time spent providing applicants and recipients with voter registration forms and instructions, assisting in completion of these forms as necessary, and processing voter registration forms for submission to the Secretary of State. NAFS activities performed on Indian Reservations should also be included here.

CODE 3441 NAFS PROGRAM INTEGRITY

This code is intended for use by non-WFI staff performing NAFS administrative hearing activities for IPV cases and FS ED/PP activities. ED/PP activities may include, but are not limited to, conducting investigations, home visits, interviews, preparing investigative reports for civil and criminal complaints for prosecuting authority, maintaining complete records of fraud investigative activities, and statistical reports.

CODE 3471 NAFS - QUALITY CONTROL

Includes case reviews, desk audits, third-party verifications, home visits related to case reviews, and all other activities specifically related to Quality Control Review of Food Stamp certification. Do not include time spent performing quality assurance, supervisory reviews or other activities that are not an integral part of the required Quality Control Review.

CODE 6111 NAFS - JAIL MATCH - SB 1556 (Chapter 205, Statutes of 1996)

NAFS cases Jail Match casework activities required by SB 1556 includes reviewing and verifying that a recipient identified by the Jail Match System is, or has been, incarcerated; contacting recipients and jail facilities to verify whereabouts and exact dates of incarceration; determining if recipient was eligible for aid and whether an overpayment/overissuance was made, and the amount of the overpayment/overissuance if ineligibility exists for the recipient or case.

MEDI-CAL:

Includes activities performed on behalf of MNO and MI Medi-Cal Program applicants and recipients. MNO activities are defined as those performed on behalf of applicants/recipients that are linked to an aid program and are not

currently receiving aid in the form of a cash grant. MI activities are defined as those performed on behalf of nonaided, nonlinked, applicants and recipients provided that they are either: children under 21 years of age, pregnant, or persons residing in an ICF/SNF.

CODE 2151 MEDI-CAL – INTAKE

Includes screening and referral of MNO applicants; accepting and processing initial applications, reapplications, and transfers-in; hearing activities; and preparing and/or presenting a case for hearing. This also includes time spent providing applicants and recipients with voter registration forms and instructions, assisting in completion of these forms as necessary, and processing voter registration forms for submission to the California Secretary of State.

CODE 2153 MEDI-CAL – CONTINUING

Includes processing approved cases, including budget changes, address changes, redeterminations, discontinuances and rescinded discontinuances, income reporting, and hearings for either MNO or MI recipients. Also includes issuing temporary Medi-Cal cards to SSI/SSP recipients who did not receive their regular Medi-Cal card because of a failure of the SSA system, replacing lost or stolen Medi-Cal cards, and providing additional proof of eligibility labels for SSI/SSP recipients.

CODE 2711 SAVE – MEDI-CAL

SIS verification activities for aliens applying for MNO and MI programs. Primary and/or secondary verification activities to establish alien SIS with the INS include: completion of primary and secondary INS verification forms; obtaining, copying, and transmitting alien documents to the INS; comparing INS data with documents submitted by aliens; and execution of consent for disclosure statement for amnesty and special agricultural worker applicants. SIS should be established for all aliens at application and for all alien recipients at recertification or redetermination.

TANF FISCAL INCENTIVES:

Welfare and Institutions Code Section 10544.1 established performance incentives to counties to move CalWORKs recipients into employment. Counties may use TANF federal incentive funds for expanded services and benefits that directly lead (or can be expected to lead to) the accomplishment of one of the four purposes of the TANF program.

The following Time Study Codes have been established to capture costs for federal reporting purposes, activities consistent with benefits, or services

provided under TANF. These codes will only be used for reporting federal fiscal incentives. Counties may no longer report fiscal incentive expenditures to extraneous; all expenditures must be reported under existing and new program codes. Both state and federal fiscal incentive expenditures will continue to be reported on the addendum page.

The listing of potential activities below is by no means exhaustive, but serves to illustrate a few possibilities that counties may consider when designing their programs.

TANF FISCAL INCENTIVES – PROGRAMS THAT PROVIDE ASSISTANCE TO NEEDY FAMILIES:

Activities consistent with the first purpose of TANF are those that provide assistance to needy families so children may be cared for in their own homes or in the homes of relatives. It does not cover children living with non-relatives. Benefits or services may include funding of home repairs or food banks to provide groceries to needy families. Benefits provided under this purpose are not limited to those within the definition of “assistance.”

CODE 0911 TANF FISCAL INCENTIVES–PROGRAMS THAT PROVIDE ASSISTANCE TO NEEDY FAMILIES-NON-ADMIN

Includes time spent providing program service information to clients, screening and assessments, case management, data collection, and supportive services.

CODE 0951 TANF FISCAL INCENTIVES–PROGRAMS THAT PROVIDE ASSISTANCE TO NEEDY FAMILIES-ADMIN

Includes time spent performing general administrative activities including, but not limited to, coordination of the program, preparation of program plans, budgets and schedules, and program eligibility determinations.

TANF FISCAL INCENTIVES-PROGRAMS THAT END DEPENDENCE OF NEEDY PARENTS:

Activities consistent with the second purpose of TANF are those that end the dependence of needy parents on government benefits by promoting one of three objectives: 1) job preparation; 2) work; and 3) marriage. Activities would include time spent helping any needy parent, including a noncustodial parent or a working parent, by providing employment, job preparation, or training services. Potential services include job or career advancement activities, marriage counseling, refundable earned income tax credits, childcare services, and employment services designed to increase the noncustodial parent’s ability to pay child support. Activities that promote any one of the three objectives (i.e., job preparation, work, and marriage) would be consistent with this purpose.

CODE 0921 TANF FISCAL INCENTIVES-PROGRAMS THAT END
DEPENDENCE OF NEEDY PARENTS-NON-ADMIN

Includes time spent providing program service information to clients, screening and assessments, case management, data collection and providing supportive services.

CODE 0961 TANF FISCAL INCENTIVES-PROGRAMS THAT END
DEPENDENCE OF NEEDY PARENTS-ADMIN

Includes time spent performing general administrative activities including, but not limited to, coordination of the program, preparation of program plans, budgets and schedules, and program eligibility determinations.

TANF FISCAL INCENTIVES – PROGRAMS THAT PREVENT OR REDUCE
OUT-OF-WEDLOCK PREGNANCIES:

Activities consistent with the third purpose of TANF are those that prevent and reduce incidence of out-of-wedlock pregnancies, and establish annual numerical goals for preventing and reducing incidence of these pregnancies. Neither this purpose nor the following purpose is limited to needy families or individuals. Potential activities that are reasonably calculated to accomplish this purpose include abstinence programs, visiting nurse services, and programs and services for youth such as counseling, teen pregnancy prevention campaigns, and after-school programs that provide supervision when school is not in session. Counties may also fund a media campaign for the general population on abstinence or preventing out-of-wedlock childbearing.

CODE 0931 TANF FISCAL INCENTIVES – PROGRAMS THAT PREVENT OR
REDUCE OUT-OF-WEDLOCK PREGNANCIES – NON-ADMIN.

Includes time spent providing program service information to clients, screening and assessments, case management, data collection and providing supportive services.

CODE 0971 TANF FISCAL INCENTIVES – PROGRAMS THAT PREVENT OR
REDUCE OUT-OF-WEDLOCK PREGNANCIES – ADMIN.

Includes time spent performing general administrative activities including but not limited to coordination of the program, preparation of program plans, budgets and schedules, and program eligibility determinations.

TANF FISCAL INCENTIVES – PROGRAMS THAT ENCOURAGE THE FORMATION AND MAINTENANCE OF TWO-PARENT FAMILIES:

Activities consistent with the fourth purpose of TANF are those that encourage the formation and maintenance of two-parent families. This includes parenting skills training, premarital and marriage counseling, and mediation services; activities to promote parental access and visitation; job placement and training services for noncustodial parents; initiatives to promote responsible fatherhood and increase capacity of fathers to provide emotional and financial support for their children; and crisis or intervention services.

CODE 0901 TANF FISCAL INCENTIVES – PROGRAMS THAT ENCOURAGE THE FORMATION AND MAINTENANCE OF TWO-PARENT FAMILIES-NON-ADMIN.

Includes time spent providing program service information to clients, screening and assessments, case management, data collection and providing supportive services.

CODE 0941 TANF FISCAL INCENTIVES – PROGRAMS THAT ENCOURAGE THE FORMATION AND MAINTENANCE OF TWO-PARENT FAMILIES - ADMIN.

Includes time spent performing general administrative activities including, but not limited to, coordination of the program, preparation of program plans, budgets and schedules and program eligibility determinations.

CODE 7001 GENERIC

Includes time spent by caseworkers performing general administrative activities that essentially provide a department-wide benefit such as developing a manual on casework procedures. This also includes time spent in training, or in conference, or staff meetings when the subject has department-wide benefit or cannot be identified to a specific program. This code is not to be used when performing case management activities, which continue to be recorded to the associated program.

**SECTION IV
CHILD CARE FUNCTION
PROGRAM CODE DESCRIPTIONS
06/03**

GENERAL FUNCTION DEFINITION

Any activity related to a child care program, including providing supportive services to CalWORKs applicants/recipients and other eligible participants who are employed or participating in an approved CalWORKs work activity to help enable them to obtain employment.

TIME STUDY STAFF

- A. Staff providing child care program, training services, referrals, including case management and needs assessment;
- B. Appeals Workers; and
- C. First-line supervisors of A and B above.

CHILD CARE:

Includes securing child care slots; arranging child care purchase of service contracts; matching participant needs to available services; authorizing/calculating child care payments and registration fees; preparing Notices of Actions (NOAs); coordinating overpayment grant adjustments with caseworker; fraud referrals; coordinating or consulting with other child care delivery systems, and review and verifying of self-certifications forms. Also included is maintaining records for parental complaints; and referral and verification activities in conjunction with local Resource and Referral agency for families who select a license exempt child care provider under CalWORKs.

CHILD CARE STAGES:

CODE 0361 TWO PARENT FAMILIES (STATE ONLY) STAGE ONE-CHILD CARE

Includes broad-based activities by CWDs related to two-parent families who are simultaneously employed or participating in an approved CalWORKs work activity. Activities include initiating and securing child care slots for use by CalWORKs or Tribal Jobs participants within the existing universe of child care providers; arranging child care purchase of service contracts; matching participant needs to available services; authorizing/calculating child

care payments and registration fees; and coordinating or consulting with other child care delivery systems; benefit computations; over and under payments and adjustments; outreach; and preparing for and providing presentations to community groups and organizations; verifying hours, and coordinating overpayment grant adjustments with a caseworker. With implementation of AB 1542, counties will no longer be required to calculate childcare payments and registration fees within the 75th percentile Regional Market Rate ceiling. Counties will be required to calculate up to the maximum payment rate for all actual CalWORKs child care at 1.5 times the standard deviation above the mean market rate (EC Section 8357[a]).

CODE 4531 STAGE ONE CHILD CARE

Includes broad-based activities by CWDs related to initiating and securing child care slots for use by CalWORKs or Tribal Jobs participants who are employed or participating in an approved CalWORKs work activity; program notifications; benefit computations; over and under payments and adjustments; outreach; and preparing for and providing presentations to community groups and organizations; arranging child care purchase of service contracts; matching participant needs to available services and verifying hours; authorizing / calculating child care payments and registration fees; and coordinating or consulting with other child care delivery systems; overpayment NOAs, and coordinating overpayment grant adjustments with the CalWORKs caseworker. With implementation of AB 1542, counties will no longer be required to calculate childcare payments and registration fees within the 75th percentile Regional Market Rate (RMR) ceiling. Counties will be required to calculate up to the maximum payment rate for all actual CalWORKs child care at 1.5 times the standard deviation above the mean market rate (EC Section 8357[a]).

CODE 9001 UNABLE TO TRANSFER STAGE ONE TO TWO

Includes activities with the Stage One participant's who remain in Stage One because they cannot move to Stage Two or Stage Three childcare and continue to be served by the CWD. Specific activities performed by the CWD includes initiating and securing child care slots for participants who are employed or participating in an approved CalWORKs activity; child care payment activities; program notification, recertifications, benefit computations, authorization actions, over/under payment computations and adjustments, issuance of notices, fraud referrals, hearings,

outreach, and preparing for and providing presentations to community groups and organizations.

CODE 9031 NONFEDERAL CHILD CARE

Includes activities (described in Code 4531) related to the provision of child care services for legal aliens that are employed or participating in an approved CalWORKs activity who are ineligible under TANF guidelines, but are being served under CalWORKs Welfare to Work Program as State-only cases. This population is defined as individuals that meet federal requirements of a qualified alien, but enter the U.S. on or after 8/22/96 or meet eligibility requirement of an alien described in CDSS EAS 42-431 (7/1/89).

CODE 9051 STAGE TWO CHILD CARE

For CWDs that are Stage Two Alternative Payment Program (APP) providers, this optional code will permit CWDs to capture and track all Stage Two Child Care-related activities for participants who are employed or participating in an approved CalWORKs work activity. Effective January 1, 1998, the California Department of Education (CDE) is the responsible State agency administering Stage Two-Child Care. Samples of Stage Two child care activities performed in cooperation with CDE requirements include: payments; program notifications; benefit computations; over/under payment computations and adjustments; outreach; preparing for and providing presentations to community groups and organizations and verifying hours.

CODE 9071 STAGE THREE CHILD CARE

For CWDs that are Stage Three APP providers, this optional code will permit CWDs to capture and track all Stage Three Child Care related activities for participants who are employed. Effective January 1, 1998, CDE is the responsible State agency administering Stage Three Child Care. Samples of Stage Three child care activities performed, in cooperation with CDE requirements, include: child care usage and actual costs; determining/calculating the amount of child care payments; authorizing payments; verifying hours of employment; providing the recipient with rights and responsibilities information; and statistical reporting.

CAL-LEARN CHILD CARE:

CODE 8111 STATE-ONLY CAL-LEARN CHILD CARE

Includes activities on behalf of sanctioned Cal-Learn participant's who are employed or participating in an approved activity by matching needs to available child care services; authorizing/calculating child care payments and registration fees; coordinating or consulting with other child care delivery systems. Also includes completing overpayment NOAs and coordinating overpayment grant adjustments with the CalWORKs caseworker. However, with implementation of AB 1542 counties will no longer be required to calculate childcare payment and registration fees within the 75th percentile RMR ceiling. Effective January 1, 1998, counties will be reimbursed up to the maximum payment rate for all actual CalWORKs child care at 1.5 times the standard deviation above the mean market rate.

CODE 9091 CAL-LEARN CHILD CARE

Activities include matching participants who are employed or participating in an approved CalWORKs activity to available childcare services; authorizing/calculating childcare payments and registration fees; coordinating or consulting with other child care delivery systems. Also includes calculating childcare overpayments, completing overpayment NOAs, and coordinating overpayment grant adjustments with the CalWORKs caseworker. However, with implementation of AB 1542 counties will no longer be required to calculate childcare payment and registration fees within the 75th percentile RMR ceiling. Effective January 1, 1998, counties will be reimbursed up to the maximum payment rate for all actual CalWORKs child care at 1.5 times the standard deviation above the mean market rate.

CODE 9121 NONFEDERAL CAL-LEARN CHILD CARE

The State continues to provide aid to recent non-citizen entrants who are non-federally eligible for assistance, but are employed or participating in an approved CalWORKs activity. This population is defined as individuals that meet federal requirements of a qualified alien, but enter the U.S. on or after August 22, 1996 or meet eligibility requirement of an alien described in CDSS EAS 42-431 (7/1/89). Includes activities on behalf of a non-federally eligible participant's needs to available services, authorizing/calculating childcare payment and registration fees, coordinating or consulting with other childcare delivery systems. This also includes

calculating childcare overpayment, completing overpayment NOAs, and coordinating overpayment grant adjustment with CalWORKs caseworker. However, with the implementation of AB 1542, counties will no longer be required to calculate childcare payment and registration fees within the 75th percentile RMR ceiling.

OTHER CHILD CARE PROGRAMS/RESOURCES:

CODE 1601 CHILD CARE AND DEVELOPMENT PROGRAM – COUNTY ONLY

Includes eligibility determination, service arrangement, and associated case management for childcare provided under the standard agreement between the county and the California Department of Education.

CODE 6881 CHILD CARE FOR TIMED-OUT FAMILIES-NON-ASSISTANCE

Case management and related activities provided to employed timed-out families include, but are not limited to: determining exemptions; arranging for the participant's entry into the WTW component; referring clients to Tribal TANF for securing child care slots; arranging child care purchase of service contracts; matching participant needs to available services; authorizing/calculating child care payments and registration fees; preparing Notices of Actions; coordinating overpayment grant adjustments with the caseworker; fraud referrals; coordinating or consulting with other child care delivery systems; review and verifying of self-certification forms; maintaining records for parental complaints; and referral and verification activities in conjunction with local resource and referral agencies for families who select a license exempt child care provider under CalWORKs.

CODE 6921 CHILD CARE FOR TIMED-OUT FAMILIES-ASSISTANCE

Case management and related activities are the same as for Time Study Code 6881 except provided to unemployed timed-out families.

CODE 9011 CHILD CARE HEALTH AND SAFETY SELF-CERTIFICATION

Includes the following self-certification activities to gather information from childcare providers serving families that receive child care under CalWORKs and Cal-Learn Programs:

1. Providing an information notice and self-certification form to all families currently using and/or planning to begin using license-exempt providers.
2. Reviewing and verifying self-certification forms.
3. Completing pertinent forms and NOAs.
4. Maintaining records of parental complaints and making this information available to the public upon request.
5. Informing exempt providers of the parents' complaints and their right to submit rebuttal.

CODE 9021 CHILD CARE TRUSTLINE

Includes the following Trustline registration activities required for families who select a license exempt child care provider under CalWORKs Stage One Childcare and Cal-Learn Programs:

1. Advising applicants/recipients who choose license exempt child care of the Trustline Program, requirements, and participant responsibilities;
2. Distributing Trustline brochures, applications, and fingerprint cards;
3. Referral and verification activities in conjunction with local Resource and Referral agency, child care provider, and the California Department of Justice; and
4. Completion of pertinent forms and NOAs.

CODE 9061 CHILD CARE CAPACITY BUILDING PROGRAM

Includes activities associated with Child Care Capacity Building Program, including all activities associated with capacity building for both licensed and license-exempt providers that best meet local child care needs.

CODE 7001 GENERIC

Includes time spent by caseworkers performing general administrative activities that essentially provide a department-wide benefit such as developing a manual on casework procedures. This also includes time spent training, or in conference, or staff meetings when the subject has department-wide benefit or cannot be identified to a specific program. This code is not to be used when performing case management activities, which continue to be recorded to the associated program.

SECTION V
NONWELFARE FUNCTION
PROGRAM CODE DESCRIPTION
03/01

GENERAL FUNCTION DEFINITION

Any activity related to a nonwelfare program. Costs of nonwelfare program activities may be identified to this function or as an Extraneous Cost on the CEC. If claimed to the nonwelfare function, all associated overhead costs are allocated to county-only funding. If claimed as extraneous, County Welfare Departments (CWDs) must apply the appropriate indirect cost rate to these nonwelfare costs.

TIME STUDY STAFF

Casework and support staff performing those activities in support of nonwelfare programs administered and/or operated by the CWD must record time to nonwelfare.

NONWELFARE PROGRAMS:

Examples of nonwelfare programs include, but are not limited to, Public Guardian and Veterans Affairs.

State established Nonwelfare codes are as follows:

CODE 8051 NONWELFARE PROGRAMS

This code is to be used for those nonwelfare programs that benefit from county EDP operations/costs.

CODE 8061 NONWELFARE PROGRAMS – NON-EDP

This code is to be used for those nonwelfare programs that do not benefit from county EDP operations/costs.

CODE 7001 GENERIC

Includes time spent by caseworkers performing general administrative activities that essentially provide a department-wide benefit such as developing a manual on casework procedures. This also includes time spent in training, or in conference, or staff meetings when the subject has department-wide benefit or cannot be identified to a specific program. This code is not to be used when performing case management activities, which continue to be recorded to the associated program.

**SECTION VI
STAFF DEVELOPMENT
PROGRAM CODE DESCRIPTION
03/01**

GENERAL FUNCTION DEFINITION

Staff development personnel are required to complete a continuous time study. In addition, part-time staff must record time spent performing staff development activities on a continuous basis as well.

TIME STUDY STAFF

- A. Trainers, their first-line supervisors, and non-supervisory training coordinators time study to staff development all activities that are specified in the county's Annual Training Plan. For staff not assigned full-time, non-staff development time is recorded as casework or administrative activity in accordance with Support Staff Time Reporting Plan (SSTRP).
- B. Clerical staff, who are assigned to support the staff development unit, record this time to Staff Development Support on the DFA 7. For those staff who also provide support to non-staff development units, non-staff development support time is recorded in accordance with SSTRP and, as a result, their salaries and benefits are prorated between Staff Development Costs and other applicable cost pools.
- C. Second-line staff development supervisors who are assigned to the staff development unit record their time to Staff Development Support on the DFA 7. If not assigned solely to staff development, non-staff development time is recorded in accordance with SSTRP, their salaries and benefits are prorated between Support Staff Costs and Staff Development Costs pools.
- D. Staff Development Trainees do not time study to staff development.
 - 1. Caseworkers attending induction training or full-time training of at least four consecutive weeks do not complete any time study.
 - 2. Caseworkers in continuing training record the time to the benefiting program as a casework activity; generic training is recorded as generic.
 - 3. In SSTRP counties, administrative and clerical staff record time for program or function-related training to the level approved in SSTRP on the Support Staff Time Report; generic training is recorded as generic.

TIME STUDY INSTRUCTIONS

Staff development activities include planning, needs assessment, course design, presenting training, monitoring and evaluation. Staff development activities are identified to three categories: function, specific program, or generic. Identify activities to the category based on the following definitions:

- A. Function: The training activity relates to a function, but is not specific to one program within the function:
 - 1. Social Services-General
 - 2. CalWORKs – General
 - 3. Other Public Welfare - General
 - 4. Child Care - General
 - 5. Nonwelfare - General
 - 6. Generic
- B. Program: The training activity relates to one or more specific programs that can be identified. For example, CalWORKs eligibility worker induction training covers both Food Stamp and CalWORKs programs, the training activity is prorated between the two programs based on training time spent in each program area. Activities are recorded to programs using the appropriate four-digit code; refer to Program Code Description for each function to obtain the appropriate code.
- C. Generic: The training activity does not relate to a particular function or program. Some examples of Generic training subjects are time management, supervising techniques, civil rights, first aid, and stress reduction.

SECTION VII
ELECTRONIC DATA PROCESSING (EDP)
PROGRAM CODE DESCRIPTION
03/01

TIME STUDY STAFF

County welfare department employees who are assigned to perform EDP activities on a temporary or permanent basis will record time as specified. Eligible EDP activities include: analysis, feasibility and system studies, system design, development, programming, implementation, and maintenance.

Electronic data processing staff and first-line EDP supervisors who perform these EDP activities will record time to developmental or maintenance and operations (i.e., M and O) category, as applicable. These staff must complete continuous time studies.

Other CWD staff who are temporarily assigned to perform EDP activities will record their EDP time to the developmental category only. Their non-EDP time will be recorded, as applicable, to those activities in accordance with Staff Support Time Reporting Plan (SSTRP). Both the EDP and non-EDP time must be recorded on a continuous basis in order to capture total hours worked for the day.

Administrative and clerical staff who are assigned to support the EDP unit record this time to EDP Support on the DFA 7. For those staff who also provide support to the non-EDP units, the non-EDP support time is recorded in accordance with the SSTRP, and as a result their salaries and benefits are prorated between EDP and other cost pools.

TIME STUDY INSTRUCTIONS

County welfare department staff are required to record their EDP activities as M and O or developmental.

M and O:

Activities are recorded to the program, function, or SAWS project, if EDP activity benefits one specific program, function or one SAWS project. If the activity benefits more than one function, the activity is recorded to Generic. Record activities to these designators:

A. Social Services	B3. SAWS	E. Nonwelfare
B1. CalWORKs	C. Other Public Welfare	F. Generic
B2. Central Data Base SAWS	D. Child Care	G. Direct-to-Program

Developmental Projects:

Activities or Purchase of Service benefiting developmental projects are recorded to project number, project title, and/or program code.

**SECTION VIII
SUPPORT STAFF
TIME REPORTING INSTRUCTIONS
12/01**

STAFF REQUIRED TO COMPLETE SUPPORT STAFF TIME REPORT (DFA 7)

The DFA 7 is completed by all county welfare department (CWD) support staff who perform department administrative support, program administrative support, and clerical support identified in the Support Staff Time Reporting Plan (SSTRP). In non-SSTRP counties, CWD support staff complete the DFA 7 if they perform: direct service delivery, electronic data processing (EDP) support, staff development support, nonwelfare activities, or direct-to-program/functions.

SUPPORT STAFF SALARY POOLS

- A. General Administrative Support: Staff (includes both management/supervisory and clerical) who perform activities having department-wide benefit or who are not in direct support of casework staff.
- B. Program Administrative Support: Administrative staff who predominantly supports casework staff.
- C. Clerical Support: Clerical staff who are predominantly in direct support of casework staff.

BENEFITING LEVEL

- A. Generic: Activities of unit staff typically have department wide benefit.
- B. EDP Support: Staff who are organizationally assigned to support an EDP office on a full- or part-time basis. The salary of individuals reporting time to EDP support will be reported on the DFA 325.1A, EDP Cost Detail Schedule.
- C. Staff Development Support: Staff who are organizationally assigned to support a staff development office on a full- or part-time basis. The salary of individuals reporting time to staff development support will be reported on the DFA 325.1C, Staff Development Schedule.
- D. Nonwelfare: Staff who supports nonwelfare activities.
- E. Function(s): Activities of unit staff are identified to one or more of the functions individually.

- F. Multifunction: Activities of unit staff are identified to combined functions. There are now 25 combinations of functions. Staff should write on their time studies the functions they support. Multifunction combinations are available each quarter on the CEC template.
- G. Direct Service Delivery (DSD): The DSD codes listed below are for use by staff who provide services to clients on a full- or part-time basis. The salary of individuals who perform DSD will be reported on the DFA 325.1B, Direct Cost Schedule.
- H. Direct-to-Program/Functions: Activities time studied to functions/programs by recording the applicable alphanumeric support staff codes that are listed below.

NONWELFARE SUPPORT TIME

Support staff salaries, benefits and overhead costs (determined by the indirect cost rate) will be identified to the Direct Cost pool when there are no casework hours for the nonwelfare program. Counties shall report nonwelfare support costs, when there are casework hours, to the Nonwelfare Function to allow for appropriate distribution of allocable costs.

COMPLETING THE DFA 7

- A. Check the appropriate box to indicate the worker's classification: General/Direct-to Program/Function management/supervisory or clerical, EDP support, or staff development support. A worker may have more than one classification.
- B. If a worker is recording time to the program level, enter the program code from the appropriate function Program Code Descriptions and record on the generic DFA 7.
- C. Record travel and continuing training time to the program or function level approved in the SSTRP. Travel and training time having a department-wide benefit or cannot be identified to a program or function will be recorded as generic. For staff not included in a SSTRP, record this time to time study code used for all other customary activity.
- D. Time Study Staff
- Complete the DFA 7 on a daily basis throughout the month.
 - Check Time Study box.

E. Time Certification Staff

- Record nonallocable time daily; record total allocable time at the end of the month only.
- Check the Time Certification box.

At the end of each time study month, each first-line supervisor will attest to the accuracy of the time studies and certifications completed by employees in their units by signing the designated line.

TIME REPORTING INSTRUCTIONS FOR FIRST-LINE SUPERVISORS

First-line supervisors may certify time spent supervising their unit if their staff certify. If their staff time study they must prorate their supervisory time based on the allocable time reported by unit staff.

TIME REPORTING FOR SECOND-LINE SUPERVISORS THROUGH DIRECTORS

Second-line supervisors and above will time study/time certify as specified in the SSTRP. Please refer to General Time Study Instructions.

SECTION IX
DIRECT-TO-PROGRAM/FUNCTION SUPPORT STAFF CODES
09/04

SOCIAL SERVICES FUNCTION

A1	IHSS	-----
	IHSS-PCSP/Non HR	103
	IHSS – Non PCSP/Non HR	104
A2	CSBG	-----
	CSBG-HR	114
	CSBG	115
A3	Adoptions	-----
	Adoptions - Case Management	117
	Independent Adoptions	118
	Adoptions Training	125
A4	SSI/SSP Out-of-Home Care	135
A5	RRP	-----
	RRP – CWS	140
	RRP – CSBG	141
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	CWS – Eligibility Determination	143
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	CWS – Training	145
	CWS – Services, Nonfederal	146
	CWS – Court Related Activities	147
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A7	Early Periodic Screening, Detection, and Treatment	150
A8	Foster Family Licensing	-----
	Foster Family Licensing	155
	Foster Family Licensing – Training	158
A9	Licensing – Day Care	157
A10	<u>Cohort 1- Sac/Placer</u>	<u>032</u>
A11	FPP	-----
	FPP – HR	168
	FPP – Training	174
	FPP – Services	175
	FPP – Case Management – Preventative Services	177
	FPP – Case Management – Foster Care	179
A12	ILP	-----
	ILP – Case Management	182
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A14	Emergency Assistance (EA) - CWS	-----
	EA – ER	513
	EA – FC Eligibility	223
A15	PSSF Support Services	516
A16	PSSF Adoption and Promotion	675
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A18	Education and Training Voucher DTP	067
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A20	CWS – MPS	556
A21	IHSS – CSBG	330
A22	AB 2129 – Foster Parent Recruitment	506
A23	FPSP – Family Preservation Services	515
A25	Adult Protective Services (APS)	-----
	APS – Emergency Response	569
	APS – Case Management	570
	APS – HR – Response	573
	APS – HR – Case Management	574
A28	STOP – Assessment/Case Plan	588
A31	Specialized Training for Adoptive Parents (STAP)	005
A32	Intensive Services Case Management	010
A33	Wraparound Services Case Management	012
A34	Family Conference Case Management	014
A44	Intensive Services Evaluation	016
A45	CWS – Emergency Hotline Response	170
A46	Kinship Supportive Services	582
A49	Options for Recovery – Recruitment	523
A50	Wraparound Services	165
A52	CWS Live Scan/CLETS Background Checks	359
A53	Relative/Nonrelative Home Approvals	007
A54	STEP – Eligibility	300
A55	Transitional Independent Living Program	331
A56	CAPIT	167

CALWORKS FUNCTION

B1	CalWORKs Eligibility	614
	Two Parent Families – State-Only	-----
	CalWORKs Eligibility	065
B4	Recipient Child Care Training	686
B7	Child/Spousal Support Disregard	226
B12	Two-Parent Families – State-Only Recipient Child Care Training	683

B13	CalWORKs Overpayment Collection (SB 627)	278
B14	Cal-Learn Eligibility	630
B15	CalWORKs Transitional Services/Non-Federal	648
B20	CalWORKs Program Integrity	618
B22	Initial Eligibility Determination for CalWORKs, FS, and Medi-Cal Programs	615
B23	Nonfederal CalWORKs Eligibility	616
B24	CalWORKs IEVS	204
B25	CalWORKs Systematic Alien Verification for Entitlements (SAVE) Program	269
B26	Cal-Learn Case Management	617
B27	CalWORKs Transitional Services	631
B28	CalWORKs Jail Match (SB-1556)	610
B29	CalWORKs Fraud	301
B30	Nonfederal CalWORKs Fraud - Welfare Fraud Investigators (WFI)	305
B31	Federal CalWORKs & Food Stamp Fraud Investigators (WFI)	315
B32	Nonfederal CalWORKs & Food Stamp Fraud (WFI)	320
B33	Early Fraud Detection/Prevention - (EDP/P) –Federal CalWORKs Investigators (WFI)	340
B34	EFD/P – CalWORKs and Food Stamp Investigators (WFI)	342
B35	Welfare To Work (WTW)	-----
	WTW Pre-Assessment	620
	WTW Assessment	624
	WTW Post-Assessment: Community Services	621
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	WTW Post-Assessment-Vocational Education	623
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	WTW State Only Two-Parent Families: Pre Assessment	678
	WTW State Only Two-Parent Families: Assessment	681
	WTW State Only Two-Parent Families: Post-Assessment-Community Services	679
	WTW State Only Two –Parent Families: Post Assessment – Other	682
	WTW State Only Two-Parent Families: Post Assessment – Vocational Education	680
B36	Nonfederal Cal-Learn	-----
	Nonfederal Cal-Learn-Eligibility	640
	Nonfederal Cal-Learn-Case Management	641
B38	SUCCESS Evaluation	643
B39	CalWORKs Evaluation	646

B40	CSA Demonstration Project	040
B41	State-Only Cal-Learn	026
B43	CalWORKs Case Management Two-Parent Families State-Only	663
	CalWORKs Case Management	066
B44	Information and Referral	664
B45	Non-Federal CalWORKs Case Management – Legal Aliens	665
B46	Workforce Investment Act (WIA)	-----
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	WIA Adult Program Activities	821
	WIA Youth Program Activities	822
	WIA Rapid Response Activities	823
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B56	Supportive Services Outreach	257
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B60	Employment Services for Timed Out Families-Assistance	689

OTHER PUBLIC WELFARE FUNCTION

C10	Food Stamp Sanction/Reinvestment Project	360
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Direct Service Delivery (DSD) Codes
9/04

SOCIAL SERVICES FUNCTION

<u>PIN</u>	<u>TITLE</u>	<u>PROGRAM</u>
101060	DSD	IHSS-Welfare Staff Service Providers
102060	DSD	IHSS-Skilled Professional Medical Personnel
103003	Transportation	IHSS-HR/Personal Care Services Program (PCSP)
103260	DSD	IHSS-Supported Individual Providers (SIP) PCSP
103360	DSD	IHSS-SIP-HR
104160	DSD	IHSS-SIP-NON HR/NON-PCSP
108060	DSD	IHSS-PCSP-Welfare Staff Service Providers
113060	DSD	CSBG-SPMP
114003	Transportation	CSBG-HR
115003	Transportation	CSBG
117003	Transportation	Adoptions-Case Management
138060	DSD	CWS-SPMP
141003	Transportation	Refugee Resettlement Program (RRP)/CSBG Services
144103	Transportation	CWS-HR/Emergency Response (ER)
144203	Transportation	CWS-HR/Family Maintenance (FM)
144303	Transportation	CWS-HR/Family Reunification (FR)
144403	Transportation	CWS-HR/Permanent Placement (PP)
147103	Transportation	CWS-Court-Related/ER
147203	Transportation	CWS-Court-Related/FM
147303	Transportation	CWS-Court-Related/FR
147403	Transportation	CWS-Court-Related/PP
148103	Transportation	CWS-Case Management/ER
148303	Transportation	CWS-Case Management/FR
148403	Transportation	CWS-Case Management/PP
154003	Transportation	CWS-Case Management-Voluntary Foster Care Program
159060	DSD	FPP-SPMP
168003	Transportation	FPP-HR
175003	Transportation	FPP-Counseling/Nonfederal
179003	Transportation	FPP-Case Management: Foster Care
184003	Transportation	ILP-Services
184060	DSD	ILP-Services
515060	DSD	FPSP-Family Preservation Services
516060	DSD	FPSP-Family Support Services
569060	DSD	APS Response
570060	DSD	APS Case Management

573060	DSD	APS HR-Response
574060	DSD	APS HR-Case Management
578160	DSD	Extended Voluntary Administration

CalWORKs FUNCTION

<u>PIN</u>	<u>TITLE</u>	<u>PROGRAM</u>
451003	Transportation	Nonfederal WTW
468003	Transportation	Food Stamp Employment and Training

OTHER PUBLIC WELFARE PROGRAMS FUNCTION

<u>PIN</u>	<u>TITLE</u>	<u>PROGRAM</u>
211025	Food Stamp Issuance	Food Stamp Issuance
215060	DSD	Medi-Cal
217060	DSD	CMSP/Non-RRP/CHEP
349060	DSD	Medi-Cal Section 1931

SECTION X
GENERAL TIME STUDY INSTRUCTIONS
12/02

GENERAL INSTRUCTIONS FOR COMPLETING THE TIME STUDY

Complete the time study on a continuous basis throughout the day.

Round hours to the nearest quarter hour.

Record the total hours worked for each day; do not record overtime (OT) and compensating time off (CTO) hours worked in the total hours for the day. When CTO is used, record the time to the program or activity that caused the overtime. If the county is unable to track CTO to the program that caused the overtime, CTO may be recorded as nonallocable when used.

Record travel time to the program with which it is associated.

Record docks, furlough, leave without pay, holidays, jury duty, military leave, sick leave, and vacation as nonallocable. Lunch and normal days off are not recorded.

Time spent on breaks are allocable hours and must be reported to the last activity that staff was performing prior to going on break.

Record time spent in continuing training to the associated program; if not identifiable to a program, record as generic.

Record quality control/quality assurance and program integrity activities to the associated program.

Record time for conferences and staff meetings to the associated program or function; if not identifiable to either, record as generic.

The total allocable and nonallocable hours recorded for each day must equal the total assigned routine work hours as defined by the County Welfare Department (CWD).

Caseworkers, who perform administrative activities, whether full-time or part-time, will record these activities to generic.

First-line supervisors of caseworkers record their nonallocable time and any direct time spent on casework activities on a daily basis. Time spent on supervision is allocated to the appropriate programs at the end of the time study period based on the allocable time of their staff.

STANDARDS FOR RANDOM MOMENT TIME STUDY (RMTS)

CONTENTS:

- A. Purpose of Random Moment Time Study
- B. General Approach and Procedures
- C. Approach to Categorizing Activity
- D. Sample Observation Forms
- E. County Coordinator's/Observer's Instructions
- F. RMTS Sampling Plan

RANDOM MOMENT TIME STUDY

A. PURPOSE

The Random Moment Time Study (RMTS)

The RMTS is a tool which allows counties to account for the use of staff resources when claiming funds from the federal government under the Social Security Act to support social services and income maintenance programs. These programs require that activities performed and clients served conform to the law which make the funds available. RMTS allows the county to characterize activity carried out by its services staff without keeping minute-by-minute records of activities during the day.

The RMTS approach, when combined with subsequent statistical analysis, satisfies public accountability requirements in an extremely efficient manner. However, the adequacy of the system in drawing down the federal funds which are available to finance programs is critically dependent on the willingness and ability of each staff person to accurately characterize the work he or she is performing at those times when activity recording is requested.

This is not always an easy task. The peculiarities of the definitions which describe what activities the federal government will fund do not always correspond well with the terms and concepts by which staff describe their work. Nor do the federal definitions necessarily coincide exactly with the categories and definitions which the state government may require for its own accounting purposes. Consequently, it is important that staff have a clear understanding of the concepts and definiteness used in the RMTS.

These instructions first lay out the general approach and procedures used in the RMTS. Then instructions are provided on how to characterize activity whenever activity recording is requested.

B. GENERAL APPROACH AND PROCEDURES

RMTS employs a Random Moment Observer System to record employee time. Periodically each included worker and first-line supervisor (excluding other supervisors and clerical and administrative staff) will be approached by a designated random moment observer who will ask the worker to characterize his/her activity at that moment according to the attached RMTS definitions, which the observer will have in hand.

The worker will indicate the code for the activity which most appropriately reflects the worker's actions at that moment. The observer will record the code on a summary sheet, and ask the worker to initial the code sheet indicating that his/her observation has been recorded for the designated observation moment.

If the worker was not available to the observer at the designated moment, e.g., if the worker is out of the office on business, or is on a break, the observer will leave the Random Moment Individual Worker Response Form (RMTS-3) on the worker's desk. The RMTS-3 indicates the date and time of the observation moment. Upon receipt of the RMTS-3 the worker recalls the activity being performed at the observation moment, enters the appropriate code on the RMTS-3, initials in the space provided, and returns the form to the observer.

Certain workers in remote locations or in small offices may be observed by telephone. Such workers are expected to keep a copy of the RMTS definitions near their telephone so that they may review them when they are called for an observation.

Workers and first-line supervisors included in a county's RMTS are all social services workers, all eligibility workers, employment workers, child care workers and fraud workers, as well as child support workers.

C. APPROACH TO CATEGORIZING ACTIVITY

Workers are instructed to select the code from the code list which most closely describes the activity in which the worker is engaged at the designated observation moment. Only one code per worker-observation may be selected.

- Social Services workers should use codes listed in the Social Services Function Program Code Description (PCD).
- Eligibility /child support/employment service workers should use codes listed in CalWORKs Function PCD.
- Public Assistance workers should use codes listed in the Other Public Welfare Function.
- Child Care services workers should use codes listed in the Child Care Function PCD.
- Non-Welfare workers should use codes listed in the Non-Welfare Function PCD.

D. SAMPLE OBSERVATION FORMS*

RMTS-1 Random Moment Code Sheet

RMTS -2 Observation Schedule

RMTS -3 Individual Response Form

*Counties electing the RMTS methodology may design alternate forms for their use, provided that the minimum elements specified on these forms are included.

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

TIME STUDY

RMTS –1

RANDOM MOMENT CODE SHEET

County:_____ Cluster #:_____

Observer:_____ Coordinator:_____

Observation I.D. #_____ Date:_____ Time:_____

	<u>WORKER'S NAME</u>	<u>CODE</u>	<u>INITIALS*</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____

*Please note if observation was made by telephone (T) or via RMTS-3 form (RMTS-3).

Return this form to RMTS Coordinator identified above.

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

TIME STUDY

RMTS-2 RANDOM MOMENT TIME STUDY OBSERVATION SCHEDULE

Month of: _____

County: _____

<u>OBSERVATION #</u>	<u>CLUSTER #</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
----------------------	------------------	------------	-------------	-------------

Do not reveal the time of observation to participants in advance.

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

TIME STUDY

RMTS-3: RANDOM MOMENT INDIVIDUAL WORKER RESPONSE

(This section to be completed by observer.)

Worker Name: _____

County: _____

Cluster #: _____

Observer: _____

Observation Moment I.D. #: _____

Date: _____

Time: _____

(This section to be completed by worker.)

Code: _____

Initials: _____

RETURN FORM TO OBSERVER INDICATED ABOVE.

E. COUNTY COORDINATOR'S AND OBSERVER'S INSTRUCTIONS

I. INTRODUCTION

These instructions define the responsibilities of county coordinators and random moment observers in carrying out the Random Moment Time Study (RMTS). The RMTS is designed to assure the proper distribution of administrative costs among the various federal and state funding sources which support social services in California.

The RMTS employs a Random Moment Observer System to generate statistically valid distribution of worker time among various activities which are supported by federal and state funding sources. The percentages derived from the RMTS are then applied to the administrative expenditures of the counties to compute the reimbursement from the state and federal funding sources.

This system requires that each caseworker in California be observed one moment each quarter, and that the worker characterizes his or her activity at that moment according to the Program Code Descriptions (PCD). Coordinators and observers bear the responsibility for submitting lists of workers who will participate in this study and for assuring that observations are carried out at the appropriate moment.

II. PARTICIPANTS

All social services, eligibility, child support, employment services, and welfare fraud workers are participants in the time study, including first-line supervisors. Clerical and other administrative support staff and supervisors above first-line (unless they carry their own caseload) are not included as respondents.

III. GENERAL PROCEDURES

A. Grouping of Workers for Sampling Purposes:

The designated county RMTS coordinators will maintain a list of all workers who meet the definition of "participant" (above). This listing should be done using the Random Moment Worker Code Sheet, RMTS-1. Whenever a worker is added or deleted from a group, names should be added or removed from the RMTS-1 at the time of submittal.

On the RMTS-1, the workers should be listed alphabetically next to the numbers 1 through 20. If the county has more than 20 participants, the coordinator must create two or more groups or clusters, so that no cluster has more than 20 participants.

Clusters should be of approximately equal size, with workers placed into them based on physical proximity in the office or offices. In general, clusters should be as large as possible, without exceeding 20 workers. Thus, a county with 24 participating workers would normally establish two clusters of 12 workers each. It is also permissible in such a circumstance to establish three groups of eight workers, for example, if the workers were located in three different buildings. However, in most circumstances administrative simplicity will be served by minimizing the number of clusters.

Since several workers in a county may be stationed in a remote location and will have to be telephoned at their observation moment to obtain the observation, it would be desirable to apportion these workers among the county's clusters. This will distribute among all the county's observers the burden of making these telephone calls.

The coordinator in counties with more than one cluster should submit a separate RMTS-1 for each cluster formed. Each cluster should be numbered in the Cluster # _____ space beginning with the number one.

B. Generation of Random Moments:

The county RMTS coordinator uses a random selection technique or computer software to schedule the moment for each cluster and prepares the RMTS Observation Schedule, Form RMTS-2. The RMTS-2 indicates for each cluster in the county the day, date, and time that the observation is to occur. All workers in the same cluster have the same random moment assigned to them.

C. Preparedness for RMTS Observations:

The county coordinator must keep the observation moments secret. Each coordinator should have trained two to three staff in each office, usually clerical staff, to serve as random moment observers. The additional observers should also be aware of the scheduled observation moments. Each moment should be the assigned responsibility of either the coordinator or one of the observers. There should be backups assigned to serve as the observers should the other observers be absent on the day of the scheduled observation. Each county coordinator is responsible for establishing a backup system.

D. Updating of Worker Lists:

The day before the scheduled observation, the RMTS-1 (Random Moment Code Sheet) should be checked. Worker's names that have been listed on the RMTS-1 should be checked. The workers listed should be those currently in the employment of the CWD and in the cluster identified in the log. Workers who have left the CWD or moved to another cluster since the RMTS-1 was last revised should be left off this cluster list. Workers who have joined the CWD or another cluster should be added to the appropriate RMTS-1.

E. Conducting the Observation:

At the time of the observation moment the observer should be equipped with an RMTS-1 in which the top section has been filled out, a supply of RMTS-3s (the Random Moment Individual Worker Response forms), and at least one copy of the Program Code Descriptions for each function.

At the moment indicated, the observer attempts to locate each worker in the cluster being observed. (For workers in remote locations, the observer telephones each worker to obtain an observation.) When a worker is found, the observer indicates that a time study observation is due.

The worker indicates the appropriate program code to the observer, and then initials the RMTS-1 next to his or her name, indicating that the observation has been made and recorded. (The observer will do this for remotely located workers, and will note that the observation was made by phone.) The observer enters the code on the RMTS-1.

F. Alternative Observation Procedure:

If the worker is not available at the time of the observation, the observer fills out the observer portion of the Random Moment Individual Worker Responses Form (RMTS-3) and leaves it on the worker's desk. The worker is responsible for filling out the remainder of the form and returning it to the observer. However, if the observer does not receive the form, it is his or her responsibility to follow up with the worker to obtain the observation. Upon receipt of the RMTS-3, the observer enters the appropriate code on the RMTS-1. In this instance, the worker's initials are not required on the RMTS-1, and the observer should enter "RMTS-3" in the initial space.

For remotely located workers, the observer must call later if the worker is not available at the observation. When the worker is reached, the observer enters the appropriate code on the RMTS-1, and enters a "T" in the initial space.

G. Submitting Observations in Timely Fashion:

The completed observations are due to the county RMTS coordinator within three days after the observation moment. This includes only the RMTS-1 for the completed observation moment.

H. Workers on Leave:

If a worker is on leave at the moment of an observation and this is known to the observer, the observer may enter the nonallocable code without consulting the worker or seeking initials. On occasion an observation moment may fall on a day when none of the workers is at work. The nonallocable code should be entered for all such workers.

I. Missed Observations:

If an observer for whatever reason fails to complete the observation of a cluster at the scheduled time, this fact should be communicated to the RMTS coordinator as soon as possible. A makeup observation may be requested.

F. RMTS SAMPLING PLAN

An estimate is desired of the proportion of time in a certain period that a class of workers is engaged in some defined activity. A Random Moment Time Study (RMTS) is an effective and efficient way of accomplishing this.

The random moment sampling procedure consists of selecting at random a series, say "n", times (or "moments") within the specified time frame, and at each of these moments observing the activity of a randomly selected worker. The number of times (say, "r") that the workers are observed to be engaged in the defined activity of interest is counted and that count divided by "n" is taken as an estimate of the proportion of time that the sampled class of workers were engaged in the defined activity during the specified period.

Properly conducted, the RMTS procedure will measure unbiasedly the proportion of time spent in activities of long or short duration, and which occur frequently, irregularly, or rarely in the period. The accuracy of the resulting proportion estimate, $p = r/n$, can be determined in advance by statistical theorems associated with the well-known binomial distribution.

In particular, suppose it is desired that the error in the proportion estimate be less than a given value, say "d", with at least 95 percent confidence. Then, letting "P" represent the true population proportion, the accuracy requirement may be written:

$$(1) \quad \text{Probability } (|p-P| < d) > .95$$

Under the binomial model the expected value of p is P, and the variance of the estimator p is $P(1-p)/n$. We omit discussion of the so-called finite population correction factor, which in our circumstance will have a negligible effect. Further, the values of n that we will be considering will be large enough that the normal approximation to the binomial distribution will be completely satisfactory. This permits us to immediately write:

$$(2) \quad \text{Pr } \{|p-P| < 1.96 \text{ SQRT } [P (1-P) /n]\} > .95,$$

and the desired result (1) is achieved by setting

(3) $d = 1.96 \sqrt{P(1-P)/n}$, or

(4) $d^2 = 1.96^2 P(1-P)/n$,
and solving for n,

(5) $n = (1.96/d)^2 P(1-p)$.

Thus (5) above is the standard formula for the random sample size required to estimate a binomial parameter P with 95 percent confidence that the error in the estimate will be less than d. Let us relate this to three standards of precision that have been used in time allocation systems and accepted for federal audit purposes:

- (1) 95 percent confidence that the error in the proportion estimate is less than .02.
In this case (5) becomes:

$$n = (1.96/.02)^2 P(1-P),$$

and it can be shown that the largest n is required when P is .5, in which case n = 2400.

- (2) 95 percent confidence that the error in the estimate is less than .01 when P = .05.
In this case formula (5) gives an n of 1825.

- (3) An accuracy equivalent to a simple random moment sample of 1900 observations.

The three standards are roughly consistent, and it appears sufficient to set as a standard a precision equivalent to a 1900 point RMTS.

One RMTS design alternative is to sample the workers in clusters. This administrative convenience will lose little statistical efficiency as long as the activities of the workers within the clusters have little correlation. This would seem to be the case, but efficiency loss, if any, is an empirical question best measured when observation results are in and hence, can be determined.

The Sample Size

For federal claiming purposes, the total statewide sample size should be large enough to result in a net sample of at least 1900 points after allowing for loss due to moments falling on off-duty hours for the sampled worker and other missing observations. For example, a statewide sample of 2500 worker-observations would allow about 24 percent sample attrition and adjustment for cluster sampling. An adequate statewide sample, therefore, for federal claiming purposes only, would be about 2500 gross observations per quarter.

For sub-state and county allocation purposes, however, California is proposing to conduct time studies valid at the county level. Therefore, counties using the RMTS methodology will each need to conduct statistically valid samples, which will require a minimum of 2500 observations per quarter per county.

For several large counties in California, sampling 2500 observations per quarter would result in rather infrequent time study experience for individual workers and might thereby undercut the validity of the process. It is expected that a minimum of one observation experience per quarter will help assure consistency in the process.

Therefore, the sampling plan is for each county participating in the RMTS methodology to collect a minimum of 2500 worker observations per quarter, except that no participating county may collect less than one observation per worker per quarter on average.

This level of sampling at the county level will result in an extremely high precision and extremely low error in the statewide sample, far in excess of federal requirements.

Design Features

There are several considerations that go into the design of a random moment time study:

- The time period sampled should be as representative as possible of the period to which we wish to infer, preferably spanning the entire period. To represent a year's activity, it is better to sample the full year or at least months rather than days or weeks. It is also better to balance the sampling period across days of the week. This design quality may be moderated if we can assume that the pattern of staff activities does not vary greatly across the period.
- The daily time frame for sampling should be broad enough to cover the great majority of staff work hours, even if this means oversampling because staff will not be on duty for many sample moments.
- Sample moments should be balanced or random within the time frame.
- Staff members should be sampled in random order. A random permutation of staff (rather than simple random sampling) has a slight advantage in providing greater assurance of sample balance across staff.
- Some degree of observation (as opposed to full self-report) should be incorporated.
- The sample size must be inflated to allow for, say 30 percent off-duty or non-work activity, but every effort should be made to keep the number of erroneously missed observations to a minimum.

Sampling Mechanisms

The required random sample may be obtained in several ways. The most understandable perhaps is a simple physical model based on say, rolling a die, flipping a coin, or drawing a card. Another valid procedure relies upon linkage to a random number table. Finally, computer programs can do the job and save a great deal of clerical detail work.

Time Frame

The time study will be ongoing and will include all regular workdays of the year, excluding scheduled holidays. The daily time frame will be set by each county to correspond to its unique work patterns. A minimum of six core hours per day will be sampled for each workday.

Staff Roster

The clusters are defined by counties, first identifying groups of staff, usually co-located and numbering 6 to 20 individuals, who will be contained in a cluster of workers.

Sampling Procedure

A sample period consists of one quarter, and all minutes in the core work hours of each workday in the quarter constitute the random moment sample pool. Then one moment is randomly selected from this pool, and is assigned to a cluster number randomly selected from the cluster sample pool. These moment and cluster numbers are removed from their pools.

A second moment is selected and assigned to a remaining cluster number, then a third, and so forth, until all clusters have received an assigned moment.

Each moment/cluster pair is assigned an "observation identification number" for control purposes. The resulting moment/cluster/I.D. number triads are printed and distributed for timely conduct and reporting of the observations via form RMTS-1.

SUPPORT STAFF TIME REPORT

EMPLOYEE NAME

LOCATION

☐ Direct to Program/Function

☐ EOP

☐ Clinical

☐ General

☐ Management/Supervisory

☐ Staff Development

PROGRAM CODE

BENEFITING LEVEL

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

TOTAL

PROGRAM CODE

Genetic

EOP

Staff Development

NonWelfare

Direct Service Delivery

PROGRAM CODE

BENEFITING LEVEL

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

TOTAL

PROGRAM CODE

Genetic

EOP

Staff Development

NonWelfare

Direct Service Delivery

EMPLOYEE:

I hereby certify that this is a true and accurate report of my time and that the functions were performed as shown above.

SUPERVISOR:

I hereby certify the employee's time study/time certification record has been examined and that, to the best of my knowledge and belief, this time record is true and correct and the activities were performed as shown above.

DATE (mm)

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

TIME IS ACCOUNTED FOR THROUGH: ☐ TIME STUDY ☐ TIME CERTIFICATION

ACCOUNTING

EMPLOYEE DESIGNATION

EMPLOYEE

FULL-TIME

PART-TIME

INTERMITTENT

FUNCTION

☐ Social Services

☐ Other Public Assistance

☐ Non Welfare

☐ CAMWORKS

☐ Child Care

☐ Genetic

TIME STUDY

WALL LADY, FIRST, 1911

SOCIAL SECURITY HOLDERS

EMPLOYMENT NUMBER

10/10/2013 11:17

FULL-NAME

10

END

1

STAFF NEWS

OPINION

1

[illegible]

EMPLOYEE: I certify that this is a true and accurate report of my time and the activities were performed as shown.

SUPERVISOR: I certify that the employee's time record have been examined and that, to the best of my knowledge and belief, this time record is true and correct and the activities were performed as shown.

Employment Organization

Data

COUNTY TIME STUDY ON RANDOMLY SELECTED DAYS

Introduction

Counties may choose to time study on 22 randomly-selected workdays during the quarter rather than on every workday of the mid-month of the quarter.

Perceived advantages of the random-day approach are: (a) the randomly-selected days may be more representative of the whole quarter than the mid-month, (b) some workers may be less likely to delay completion of their time study until the end of the week or month, and (c) workers may perceive the three-month intermittent time study as less burdensome than the one-month daily time study.

Time Study Forms and Definitions

Counties electing this methodology use exactly the same program codes and definitions in their time study as counties use in the mid-month time study.

County Time Study Coordinator Role

It is the responsibility of the County Time Study Coordinator to determine which 22 work days of each quarter will be the time study days, to inform workers as to which days they should complete the time study forms, and to verify that the time studies are completed on the assigned days by all participating workers.

The Coordinator should maintain a record of the sample days for each quarter and the sampling method used to identify those days.

Sampling Methods

Either of two methods may be employed by County Time Study Coordinators to randomly select the time study days. Both methods select 22 days from the pool of all workdays in a calendar quarter, without bias toward any particular day.

A. SOFTWARE METHOD:

Counties may use a personal computer software application supplied by the State Department of Social Services to randomly select the time study days. This software application will allow the Coordinator to eliminate weekend days and holidays from the pool of all days to be sampled to obtain the sample workday pool. From this sample workday pool the software will randomly designate 22 days per quarter as the time study days.

B. RANDOM NUMBER TABLE METHOD:

Attached are three pages of a [Random Number Table](#). This table contains the numbers 1 through 31 selected and ordered randomly. Coordinators should use this table (and only this table) in completing the following steps:

- Step 1: Have available the [Random Number Table](#) and a calendar for the period for which time study days are to be selected. Coordinators may make the random day selection every month, every quarter, or even less frequently, e.g., once a year for the entire year. The first month to be sampled should be the beginning of a calendar quarter.
- Step 2: Beginning in the upper left corner of the [Random Number Table](#) and proceeding toward the right without skipping number, cross-check each number against the first month to be sampled on the calendar to determine whether that number represents a workday (excluding weekend days and holidays). Record or mark each number which corresponds to a workday, until seven different workdays are identified for this first month of the time study sample. These seven days constitute the randomly selected time study days for that month.
- Step 3: Beginning with the last number on the table which was used, proceed to the next number and cross-check it against the next month to be sampled on the calendar. Proceed in this fashion until eight workdays are selected for this month. These eight days constitute the randomly selected time study days for this month.
- Step 4: For the next month to be sampled, proceed in similar fashion to identify seven randomly selected workdays, and for the following month, to identify eight randomly select workdays. With succeeding months, alternate between seven and eight workdays. This will assure the identification of 22 time study days per calendar quarter, with the sample evenly spread across all months.
- Step 5: Mark the spot on the [Random Number Table](#) where the selection process stopped for this period. When the process is employed subsequently, begin with the next number not previously used. Proceed throughout the Random Number Table to the end of page 3, then begin again on page 1. This table may be used indefinitely.

° RANDOM NUMBER TABLE

21	10	22	6	13	19	23	16	9	19	28	26	11	21	5	28	26	12
29	13	1	16	24	22	27	30	19	27	22	25	8	23	31	16	24	13
15	7	16	24	5	8	16	18	13	29	15	1	14	28	13	23	1	8
21	24	20	29	2	22	30	2	24	17	21	14	9	9	30	14	3	22
6	4	11	30	25	4	27	31	11	29	18	29	17	16	14	24	1	14
26	25	20	8	18	3	13	11	16	27	16	31	2	8	20	29	13	27
19	30	30	5	21	25	23	11	1	10	18	27	10	30	5	22	9	29
28	16	13	25	29	20	16	13	21	28	17	28	22	21	18	29	12	14
31	16	17	6	22	25	28	25	9	3	29	1	18	12	26	13	23	16
30	31	4	17	19	11	19	24	5	8	14	24	26	12	25	27	10	4
16	27	11	27	1	10	12	25	11	5	18	5	23	30	12	13	5	8
11	31	6	23	14	5	17	12	19	21	17	1	27	15	12	2	19	2
21	28	3	13	13	18	30	16	9	21	14	25	13	14	2	17	24	5
30	8	26	7	8	8	6	5	23	12	17	5	21	31	25	11	10	18
28	28	18	2	23	11	23	7	20	20	1	5	25	20	28	7	19	15
26	3	15	6	6	22	28	15	29	24	25	15	29	6	23	16	22	17
1	29	2	14	17	19	15	31	24	13	24	6	9	30	5	5	4	10
20	30	12	13	7	26	2	21	23	25	2	12	24	7	7	22	17	30
21	11	27	5	15	24	9	2	14	5	22	13	26	29	28	22	23	4
8	27	31	29	27	28	19	16	9	14	22	3	8	18	12	6	28	10
1	14	24	10	29	13	1	12	11	11	27	10	20	18	12	15	5	5
3	28	20	15	13	11	14	23	27	11	14	29	23	16	26	16	11	7
31	24	20	27	10	20	26	3	17	10	23	24	14	1	22	24	31	31
26	21	25	30	17	19	1	17	15	5	26	31	17	21	7	8	21	28
31	21	25	10	22	21	17	1	31	23	28	21	7	2	7	2	11	1
22	30	25	31	29	10	24	1	4	4	17	17	11	15	23	15	9	19
8	27	19	3	12	9	10	9	31	1	13	8	15	14	31	16	2	1
3	2	4	15	17	1	21	26	19	18	4	17	22	22	16	6	23	5
14	29	29	1	6	11	3	17	26	2	11	27	30	17	13	17	15	18
2	12	5	27	8	16	23	15	23	13	9	7	19	31	7	24	7	16
4	23	21	31	5	10	2	26	2	14	9	6	1	26	19	9	25	18
23	28	15	31	11	16	13	31	1	21	20	12	28	8	19	19	3	5
7	29	8	8	31	21	3	25	8	5	27	27	5	10	31	31	19	23
30	20	13	7	1	30	9	9	4	27	31	5	25	8	28	19	9	21
16	18	3	1	13	16	15	10	9	30	6	3	15	5	22	22	13	4
22	7	19	7	24	22	10	24	11	21	26	10	16	2	9	15	29	7
9	16	3	31	29	1	6	28	30	1	13	27	8	31	6	20	1	19
18	12	13	12	4	29	18	26	3	9	3	27	16	19	16	17	24	2
19	29	8	26	4	31	13	12	14	7	7	24	12	20	20	21	8	14
9	13	16	6	27	17	20	8	13	31	10	16	7	4	13	31	23	30
30	26	31	19	5	7	7	7	26	28	7	8	29	13	16	29	8	20
6	20	9	30	23	28	3	26	16	22	12	4	15	22	7	14	10	27
24	18	26	12	14	3	26	3	18	4	19	8	19	23	2	8	2	17
27	1	14	4	27	5	1	23	9	12	29	9	29	23	7	16	8	7
24	10	24	20	31	4	10	12	2	11	20	22	6	20	23	20	2	13
14	18	13	27	8	22	16	5	22	17	27	26	23	15	8	9	24	17
21	17	26	26	28	12	30	20	31	25	1	28	7	5	26	25	21	23
8	27	28	16	11	28	7	23	12	25	26	9	26	14	5	24	13	1
16	18	16	27	31	31	27	6	1	3	14	5	9	31	27	22	16	27

27	23	25	3	16	15	4	30	22	17	31	10	30	29	17	18	21	22
15	11	5	23	17	14	2	24	16	18	23	21	8	15	4	16	2	12
9	21	30	12	28	25	30	11	13	14	23	7	7	24	22	23	29	9
5	15	19	6	11	8	18	26	4	1	3	6	23	17	29	19	18	23
1	26	29	15	7	26	18	27	4	31	19	20	22	27	12	8	3	11
4	6	9	16	28	13	4	18	12	15	21	29	12	7	14	28	25	9
31	27	13	23	19	14	23	27	11	3	13	11	13	20	26	2	22	19
22	27	9	27	13	26	15	3	13	30	3	22	15	6	5	11	8	2
3	21	4	19	14	6	12	27	2	13	20	21	31	20	29	28	10	31
14	18	1	15	15	8	30	31	2	15	22	29	6	15	18	28	18	19
28	2	9	28	21	19	9	2	2	30	21	26	9	30	29	17	27	10
13	14	20	14	18	22	29	24	8	21	4	7	3	26	24	30	2	17
17	1	5	14	13	28	15	29	18	21	14	16	22	24	25	20	3	21
28	4	20	28	18	2	6	13	20	7	23	30	19	15	23	28	5	4
17	18	13	14	13	8	24	18	22	20	29	11	27	26	24	28	7	31
25	13	4	24	8	18	20	25	30	14	6	22	19	11	3	17	27	19
10	28	27	4	18	15	6	10	30	29	18	14	29	29	27	26	9	19
7	21	19	6	23	8	19	10	17	22	28	22	25	24	11	19	15	29
21	4	26	5	15	17	18	7	22	26	27	27	10	16	10	4	25	17
24	8	10	31	3	15	16	10	29	29	16	13	10	27	21	11	24	31
11	18	17	4	22	26	30	16	22	18	26	2	1	3	8	4	3	10
11	8	23	6	23	14	8	17	9	4	17	31	5	4	4	28	24	11
12	17	26	3	21	30	9	5	21	19	14	16	5	21	28	14	28	5
13	21	5	14	1	22	24	23	29	28	21	25	23	25	11	29	4	20
25	18	18	3	24	31	19	8	20	8	9	4	17	14	11	11	27	20
18	7	1	25	20	18	15	4	24	29	11	29	11	17	30	31	17	31
29	1	2	17	3	6	25	22	18	6	27	23	3	3	29	11	1	5
2	19	21	24	6	23	26	25	29	15	11	20	20	24	6	4	15	23
2	20	20	29	29	10	2	17	25	27	8	21	12	14	24	20	10	16
10	5	21	9	22	23	26	12	3	26	5	28	8	9	4	10	15	22
27	30	8	3	4	8	9	16	17	4	17	6	3	27	7	18	31	8
10	9	11	26	1	13	13	12	4	30	17	28	4	22	15	30	22	24
26	26	23	26	22	12	19	18	14	18	11	1	19	26	13	10	10	9
9	29	8	5	15	12	4	26	17	25	3	16	3	29	30	15	17	15
29	30	16	15	11	9	2	13	31	5	7	26	12	11	24	4	26	10
1	4	23	22	6	21	14	21	1	30	18	26	12	22	26	23	29	14
31	12	31	8	26	1	24	28	4	23	10	23	18	17	13	1	2	13
16	17	14	4	23	4	14	10	25	1	18	19	7	6	8	16	31	23
7	29	5	25	19	25	24	18	18	11	24	26	14	3	25	7	26	14
10	28	24	24	17	26	5	4	10	9	28	28	1	7	1	1	15	21
22	26	28	26	8	10	9	7	19	31	8	19	28	24	5	20	29	21
6	13	10	6	16	26	3	27	20	31	6	11	10	3	28	15	9	1
30	1	23	12	31	14	11	9	7	29	13	18	31	29	27	12	16	4
15	15	17	20	10	13	28	11	31	1	9	27	26	26	5	18	30	23
12	29	4	16	6	18	6	16	29	9	15	22	13	31	7	8	19	4
24	2	3	18	3	22	20	25	7	12	26	1	9	29	3	28	5	6
23	21	3	22	27	7	26	7	3	15	19	25	31	29	21	9	20	28
5	5	14	6	27	6	14	11	9	17	23	22	25	16	16	16	6	1
22	23	19	14	4	13	21	1	13	23	17	9	7	28	16	8	30	31
31	11	9	25	31	4	28	19	26	4	20	10	10	6	8	13	17	10
10	14	8	19	25	11	22	7	18	21	1	12	22	15	8	31	9	24
6	11	4	16	27	4	22	7	20	11	15	20	7	11	21	3	9	9

COUNTY COST ALLOCATION PLAN (CCAP) MATRIX

prepared by

California Department of Social Services, Fiscal Systems Bureau

The County Cost Allocation Plan (CCAP) matrix is intended for informational purposes only and will be updated on an annually basis.

The matrix includes program codes/names, benefitting programs, sharing ratios and allocation methodologies.

Program code changes are transmitted through county fiscal letters (cfl's) which includes county cost claiming instructions. These updates are available on the California Department Social Services website at www.dss.cahwnet.gov.

Please note that ultimate funding for some of the program codes may change due to adjustments made during the state fiscal year end closing process (i.e., application of TANF Maintenance of Effort (MOE) requirements, use of Title XX Block for eligible activities/functions).

Social Services Function									
Program Code	Program Name	Benefitting Program(s)	Sharing Ratios Federal/State/Health/County		Allocation Methodology-Based on Caseworker Time Studies/Caseload Data. Adjustments below are made prior to application of sharing ratios.				
	<u>ADOPTIONS</u>								
*1171	ADOPTIONS-CASE MANAGEMENT	Adopt Asst IV-E/State GF	75/25/0/0	Enhanced Funding(Staff Dev.)	*1) Federal/Nonfederal Persons Count: See Footnote				
			50/50/0/0		*2) Non federal Share of costs: See Footnote				
1181	ADOPTIONS-INDEPENDENT	State GF	0/100/0/0						
*1251	ADOPTIONS-TRAINING	Adopt Asst Trng/State GF	75/25/0/0		*1) Federal/Nonfederal Persons Count: See Footnote				
					*2) Non federal Share of costs: See Footnote				
	<u>ADULT PROTECTIVE SERVICES (APS)</u>								
5691	APS-RESPONSE	State GF/County GF	0/70/0/30						
5701	APS-CASE MANAGEMENT	State GF/County GF	0/70/0/30						
5711	APS-SPMP RESPONSE	State GF/Title XIX/County GF	0/17.5/75/7.5						
5721	APS-SPMP CASE MANAGEMENT	State GF/Title XIX/County GF	0/17/75/7.5						
5731	APS-HR RESPONSE	State GF/Title XIX/County GF	0/35/50/15						
5741	APS-HR CASE MANAGEMENT	State GF/Title XIX/County GF	0/35/50/15						
	<u>CHILD WELFARE SERVICES (CWS)</u>								
*1101	NON-EMERGENCY ASSISTANCE-EMERGENCY RESPONSE (EA-ER REFERRALS)	FC IV-E/State GF/County GF	75/17.5/0/7.5	Enhanced Funding(Staff Dev.)	*1) Federal/Nonfederal Persons Count: See Footnote				
			50/35/0/15		*2) Non federal Share of costs: See Footnote				
1381	CWS-SPMP	State GF/Title XIX/County GF	0/17.5/75/7.5						
1501	EARLY PERIODIC SCREENING, DIAGNOSIS, AND TREATMENT (EPSDT)	Title XIX	0/0/100/0						
*1431	CWS-EMERGENCY RESPONSE SERVICES	FC IV-E/State GF/County GF	75/17.5/0/7.5	Enhanced Funding(Staff Dev.)	*1) Federal/Nonfederal Persons Count: See Footnote				
			50/35/0/15		*2) Non federal Share of costs: See Footnote				
*1432	CWS-FAMILY MAINTENANCE SERVICES	FC IV-E/State GF/County GF	75/17.5/0/7.5	Enhanced Funding(Staff Dev.)	*1) Federal/Nonfederal Persons Count: See Footnote				
			50/35/0/15		*2) Non federal Share of costs: See Footnote				
*1433	CWS-FAMILY REUNIFICATION SERVICES	FC IV-E/State GF/County GF	75/17.5/0/7.5	Enhanced Funding(Staff Dev.)	*1) Federal/Nonfederal Persons Count: See Footnote				
			50/35/0/15		*2) Non federal Share of costs: See Footnote				
*1434	CWS-PERMANENT PLACEMENT	FC IV-E/State GF/County GF	75/17.5/0/7.5	Enhanced Funding(Staff Dev.)	*1) Federal/Nonfederal Persons Count: See Footnote				
			50/35/0/15		*2) Non federal Share of costs: See Footnote				
	CWS-HR FOR MEDI-CAL ELIGIBLE CHILDREN:								
1441	CWS-EMERGENCY RESPONSE PROGRAM	State GF/Title XIX/County GF	0/35/50/15						
1442	CWS-FAMILY MAINTENANCE PROGRAM	State GF/Title XIX/County GF	0/35/50/15						
1443	CWS-FAMILY RENUNIFICATION PROGRAM	State GF/Title XIX/County GF	0/35/50/15						
1444	CWS-PERMANENT PLACEMENT PROGRAM	State GF/Title XIX/County GF	0/35/50/15						

Social Services Function													
Program Code	Program Name	Benefitting Program(s)		Sharing Ratios Federal/State/Health/County		Allocation Methodology-Based on Caseworker Time Studies/Caseload Data.							
*1456	CWS-TRAINING	FC IV-E Trng/State GF/County GF		75/17.5/0/7.5		*1) Federal/Nonfederal Persons Count: See Footnote *2) Non federal Share of costs: See Footnote							
1465	CWS-SERVICES/NON-FEDERAL	IV-B, Part I		0/70/0/30									
	CWS-COURT RELATED ACTIVITIES:												
*1471	CWS-EMERGENCY RESPONSE SERVICES	FC IV-E Trng/State GF/County GF FC IV-E/State GF/County GF		75/17.5/0/7.5 50/35/0/15		Enhanced Funding(Staff Dev.) *1) Federal/Nonfederal Persons Count: See Footnote *2) Non federal Share of costs: See Footnote							
*1472	CWS-FAMILY MAINTENANCE SERVICES	FC IV-E Trng/State GF/County GF FC IV-E/State GF/County GF		75/17.5/0/7.5 50/35/0/15		Enhanced Funding(Staff Dev.) *1) Federal/Nonfederal Persons Count: See Footnote *2) Non federal Share of costs: See Footnote							
*1473	CWS-FAMILY RENUNIFICATION SERVICES	FC IV-E Trng/State GF/County GF FC IV-E/State GF/County GF		75/17.5/0/7.5 50/35/0/15		Enhanced Funding(Staff Dev.) *1) Federal/Nonfederal Persons Count: See Footnote *2) Non federal Share of costs: See footnote							
*1474	PERMANENT PLACEMENT SERVICES	FC IV-E Trng/State GF/County GF FC IV-E/State GF/County GF		75/17.5/0/7.5 50/35/0/15		Enhanced Funding(Staff Dev.) *1) Federal/Nonfederal Persons Count: See Footnote *2) Non federal Share of costs: See Footnote							
	CWS BEST PRACTICE:												
0321	COHORT I Sac/Placer	State Children's Trust Fund		0/100/0/0									
	CWS-CASE MANAGEMENT:												
*1481	CWS-EMERGENCY RESPONSE SERVICES	FC IV-E Trng/State GF/County GF FC IV-E/State GF/County GF		75/17.5/0/7.5 50/35/0/15		Enhanced Funding(Staff Dev.) *1) Federal/Nonfederal Persons Count: See Footnote *2) Non federal Share of costs: See Footnote							
*1482	CWS-FAMILY MAINTENANCE SERVICES	FC IV-E Trng/State GF/County GF FC IV-E/State GF/County GF		75/17.5/0/7.5 50/35/0/15		Enhanced Funding(Staff Dev.) *1) Federal/Nonfederal Persons Count: See Footnote *2) Non federal Share of costs: See Footnote							
*1483	CWS-FAMILY REUNIFICATION SERVICES	FC IV-E Trng/State GF/County GF FC IV-E/State GF/County GF		75/17.5/0/7.5 50/35/0/15		Enhanced Funding(Staff Dev.) *1) Federal/Nonfederal Persons Count: See Footnote *2) Non federal Share of costs: See Footnote							
*1484	CWS-PERMANENT PLACEMENT SERVICES	FC IV-E Trng/State GF/County GF FC IV-E/State GF/County GF		75/17.5/0/7.5 50/35/0/15		Enhanced Funding(Staff Dev.) *1) Federal/Nonfederal Persons Count: See Footnote *2) Non federal Share of costs: See Footnote							
*0071	RELATIVE/NONRELATIVE HOME APPROVAL PROCESS	FC IV-E Trng/State GF/County GF FC IV-E/State GF/County GF		75/17.5/0/7.5 50/35/0/15		Enhanced Funding(Staff Dev.) *1) Federal/Nonfederal Persons Count: See Footnote *2) Non federal Share of costs: See Footnote							
*1701	CWS-EMERGENCY HOTLINE RESPONSE	FC IV-E/State GF/County GF		75/17.5/0/7.5 50/35/0/15		Enhanced Funding(Staff Dev.) *1) Federal/Nonfederal Persons Count: See Footnote *2) Non federal Share of costs: See Footnote							
*3591	CWS-LIVE SCAN/CLETS BACKGROUND CHECKS	FC Admin/State GF		75/17.5/0/7.5 50/50/0/0		Enhanced Funding(Staff Dev.) *1) Federal/Nonfederal Persons Count: See Footnote *2) Non federal Share of costs: See Footnote							
*5231	CWS-OPTION FOR RECOVERY RECRUITMENT	FC IV-E/State GF/County GF		50/35/0/15		*1) Federal/Nonfederal Persons Count: See Footnote *2) Non federal Share of costs: See Footnote							
5441	CWS-MINOR PARENT INVESTIGATIONS (MPI) AB 908 (CHAPTER 307, STATUTES OF 1995)	TANF/State GF/County GF		50/35/0/15									

Social Services Function												
Program Code	Program Name	Benefitting Program(s)	Sharing Ratios Federal/State/Health/County	Allocation Methodology-Based on Caseworker Time Studies/Caseload Data.								
5561	CWS-MPS (AB 908)	TANF/State GF/County GF	50/35/0/15									
	COMMUNITY CARE LICENSING (CCL)											
*1551	FOSTER FAMILY LICENSING	FC IV-E Trng/State GF FC IV-E/State GF	75/25/0/0 50/50/0/0	Enhanced Funding(Staff Dev.)						*1) Federal/Nonfederal Persons Count: See Footnote		
										*2) Non federal Share of costs: See Footnote		
1571	DAY CARE LICENSING	State GF	0/100/0/0									
*1581	FOSTER FAMILY LICENSING-TRAINING	FC IV-E Trng/State GF	75/25/0/0							*1) Federal/Nonfederal Persons Count: See Footnote		
										*2) Non federal Share of costs: See Footnote		
	COUNTY SERVICES BLOCK GRANT (CSBG)											
1131	CSBG-SPMP	State GF/Title XIX/County GF	0/17.5/75/7.5									
1142	CSBG-HR	State GF/Title XIX/County GF	0/35/50/15									
1151	CSBG	State GF/County GF	0/70/0/30									
	EMERGENCY ASSISTANCE (EA)											
2231	EMERGENCY ASSISTANCE (EA)-FOSTER CARE ELIGIBILITY	TANF/County GF	85/0/0/15									
5131	EMERGENCY ASSISTANCE (EA)-ER APPLICATION COMPLETION	TANF/County GF	85/0/0/15									
5132	EMERGENCY ASSISTANCE (EA)-ER TRAINING	TANF/County GF	85/0/0/15									
5134	EMERGENCY ASSISTANCE-ER REFERRALS	TANF/County GF	85/0/0/15									
	FAMILY PRESERVATION PROGRAM-(FPP)											
1591	FAMILY PRESERVATION PROGRAM-SPMP	State GF/Title XIX	0/25/75/0									
1681	FAMILY PRESERVATION PROGRAM-HR	State GF/Title XIX/County GF	0/35/50/15									
*1741	FAMILY PRESERVATION PROGRAM-TRAINING	FC IV-E Trng/State GF/County	75/17.5/0/7.5							*1) Federal/Nonfederal Persons Count: See Footnote		
*1751	FAMILY PRESERVATION PROGRAM-SERVICES/NONFEDERAL	State GF/County GF	0/70/0/30							*2) Non federal Share of costs: See Footnote		
*1771	FAMILY PRESERVATION PROGRAM-CASE MANAGEMENT: PREVENTIVE SERVICES	FC IV-E Trng/State GF/County GF FC IV-E/State GF/County GF	75/17.5/0/7.5 50/35/0/15	Enhanced Funding(Staff Dev.)						*1) Federal/Nonfederal Persons Count: See Footnote		
										*2) Non federal Share of costs: See Footnote		
*1791	FAMILY PRESERVATION PROGRAM-CASE MANAGEMENT: FOSTER CARE	FC IV-E Trng/State GF/County GF FC IV-E/State GF/County GF	75/17.5/0/7.5 50/35/0/15	Enhanced Funding(Staff Dev.)						*1) Federal/Nonfederal Persons Count: See Footnote		
										*2) Non federal Share of costs: See Footnote		
	PROMOTING SAFE AND STABLE FAMILIES (PSSF)											
5151	PSSF-FAMILY PRESERVATION SERVICES	IVB, Part II	100/0/0/0									
5161	PSSF-FAMILY SUPPORT SERVICES	IVB, Part II	100/0/0/0									
6751	PSSF-ADOPTION PROMOTION AND SUPPORT	IVB, Part II	100/0/0/0									
6761	PSSF-TIME-LIMITED FAMILY REUNIFICATION	IVB, Part II	100/0/0/0									

Social Services Function				
Program Code	Program Name	Benefitting Program(s)	Sharing Ratios Federal/State/Health/County	Allocation Methodology-Based on Caseworker Time Studies/Caseload Data.
	<u>FOSTER CARE</u>			
*5041	AB 2129 (CHAPTER 1089, STATUTES OF 1993) FOSTER PARENT TRAINING	FC IV-E Trng/State GF	75/25/0/0	*1) Federal/Nonfederal Persons Count: See Footnote *2) Non federal Share of costs: See Footnote
*5061	AB 2129 FOSTER PARENT RECRUITMENT	FC IV-E/State GF	50/50/0/0	*1) Federal/Nonfederal Persons Count: See Footnote *2) Non federal Share of costs: See Footnote
*5771	MONTHLY VISITS FOR GROUP HOME PLACEMENTS	FC IV-E/State GF	50/50/0/0	*1) Federal/Nonfederal Persons Count: See Footnote *2) Non federal Share of costs: See Footnote
	FOSTER FAMILY AUDIT (FFA)			
5331	COUNTY-OPERATED FFA	County GF	0/0/0/100	
	<u>IN-HOME SUPPORTIVE SERVICES (IHSS)</u>			
1021	IHSS-SPMP	State GF/Title XIX/County GF	0/17.5/75/7.5	
	IHSS-PCSP/HR:			
1031	IHSS-HR	State GF/Title XIX/County GF	0/35/50/15	
1032	IHSS-SUPPORTED INDIVIDUAL PROVIDERS (SIP) PCSP	State GF/Title XIX/County GF	0/35/50/15	
1033	IHSS-SIP HR	State GF/Title XIX/County GF	0/35/50/15	
1034	IHSS-PCSP	State GF/Title XIX/County GF	0/35/50/15	
1041	IHSS-SIP NON-HR/NON-PCSP	State GF/County GF	0/70/0/30	
1042	IHSS-NON-HR/NON-PCSP	State GF/County GF	0/70/0/30	
3301	IHSS-IN HOME SUPPORTIVE SERVICES	State GF/County GF	0/70/0/30	
	<u>INDEPENDENT LIVING PROGRAM (ILP)</u>			
1821	ILP-CASE MANAGEMENT	Chafee Foster Care Independence Program	100/0/0/0	
1841	ILP-SERVICES	Chafee Foster Care Independence Program	100/0/0/0	
	<u>EDUCATION AND TRAINING VOUCHER (ETV) PROGRAM:</u>			
0671	EDUCATION AND TRAINING VOUCHER	Education and Training Voucher Grant	100/0/0/0	
	<u>SUPPORTIVE TRANSITIONAL EMANCIPATION PROGRAM (STEP)</u>			
3001	STEP-ELIGIBILITY	State General Fund	0/70/0/30	
3311	STEP TRANSITIONAL INDEPENDENT LIVING PLAN (TILP)	State General Fund	0/70/0/30	
	<u>OFFICE OF CHILD ABUSE PREVENTION</u>			
1671	CHILD ABUSE PREVENTION, INTERVENTION AND TREATMENT(CAPIT)	County GF	0/0/0/100	

Social Services Function													
Program Code	Program Name	Benefitting Program(s)				Sharing Ratios Federal/State/Health/County				Allocation Methodology-Based on Caseworker Time Studies/Caseload Data.			
	REFUGEE RESETTLEMENT PROGRAM (RRP)												
1401	R.R.P.-CWS				County GF			0/0/0/100					
1411	R.R.P.-CSBG				County GF			0/0/0/100					
1421	R.R.P.-UNACCOMPANIED MINORS				Refugee-CMA			100/0/0/0					
	SPECIALIZED TRAINING FOR ADOPTIVE PARENTS (STAP)												
0051	STAP-RECRUITMENT				Adopt IV-E/State GF/County			50/35/0/15					
*0052	STAP-TRAINING				Adopt IV-E/State GF/County			75/17.5/0/7.5 50/35/0/15	Enhanced Funding(Staff Dev.)	*1) Federal/Nonfederal Persons Count: See Footnote *2) Non federal Share of costs: See Footnote			
*0053	STAP-CASE MANAGEMENT				Adopt IV-E/State GF/County			75/17.5/0/7.5 50/35/0/15	Enhanced Funding(Staff Dev.)	*1) Federal/Nonfederal Persons Count: See Footnote *2) Non federal Share of costs: See Footnote			
1351	SSI/SSP-OUT OF HOME CARE				State GF			0/100/0/0					
	SUPPORTIVE AND THERAPEUTIC OPTIONS PROGRAM (STOP)												
5881	STOP-CASE MANAGEMENT				State GF/County GF			0/70/0/30					
7001	GENERIC				County GF			0/0/0/100					
	Footnotes:												
	1) Federal/Nonfederal Persons Count: The ratios of Nonfederal children to foster care or adoptions assistance children are developed and applied to all eligible adoption assistance and foster care costs in order to equitably distribute Title IV-E federal funds on behalf of federally-eligible children.												
	2) The non-federal share of costs are shifted to state only program codes (e.g., the nonfederal portion of program code 1171 shifts to state only program code 1181)												

CalWORKs Function	Program Code	Program Name	Benefitting Program(s)	Sharing Ratios Federal/State/Health/County	Allocation Methodology-Based on Caseworker Time Studies/Caseload Data. Adjustments below are made prior to application of sharing ratios.
		CALWORKs			
	2041	CalWORKs-IEVS	TANF	100/0/0/0	
	2261	CHILD/SPOUSAL SUPPORT DISREGARD	TANF	100/0/0/0	
	2571	SUPPORTIVE SERVICES OUTREACH	TANF	100/0/0/0	
	2691	CalWORKs SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) PROGRAM	TANF	100/0/0/0	
	2781	CalWORKs OVERPAYMENT COLLECTIONS (SB 627)	TANF	100/0/0/0	
	6101	CalWORKs-JAIL MATCH (SB 1556)	TANF	100/0/0/0	
	6141	CalWORKs ELIGIBILITY	TANF	100/0/0/0	1) Public Assistance Food Stamps (PAFS) Caseload Shift. See Footnote. 2) Two-Parent Caseload Shift. See Footnote
	6151	INITIAL ELIG. DETERMINATION FOR CalWORKs,	CalWORKs, FOOD STAMPS, MEDI-CAL	Various	2) The One-Third Initial Eligibility Shift. See Footnote.
	6161	NONFEDERAL CalWORKs ELIGIBILITY-LEGAL NON CITIZENS	State GF	0/100/0/0	
	6181	CalWORKs PROGRAM INTEGRITY	TANF	100/0/0/0	1) Public Assistance Food Stamps (PAFS) Caseload Shift. See Footnote.
	6631	CalWORKs CASE MANAGEMENT	TANF	100/0/0/0	1) Public Assistance Food Stamps (PAFS) Caseload Shift. See Footnote. 2) Two-Parent Caseload Shift. See Footnote
	6641	INFORMATION AND REFERRAL	TANF	100/0/0/0	
	6651	NONFEDERAL CALWORKS CASE MGMT-LEGAL ALIENS	State GF	0/100/0/0	
		CAL-LEARN PROGRAM			
	0261	STATE-ONLY CAL-LEARN-ELIGIBILITY	State GF	0/100/0/0	
	0271	STATE ONLY CAL-LEARN-CASE MANAGEMENT	State GF	0/100/0/0	
	6171	CAL-LEARN CASE MANAGEMENT	TANF	100/0/0/0	
	6301	CAL-LEARN ELIGIBILITY	TANF	100/0/0/0	
	6401	NONFED CAL-LEARN ELIGIBILITY	State GF	0/100/0/0	
	6411	NONFED CAL-LEARN CASE MANAGEMENT-LEGAL ALIENS	State GF	0/100/0/0	
		CalWORKs FRAUD			
	3011	CALWORKS FRAUD	TANF	100/0/0/0	
	3051	NONFEDERAL CALWORKS FRAUD	State GF	0/100/0/0	
	3151	FEDERAL CalWORKs AND FOOD STAMP FRAUD	TANF /FS-Admin Fraud	100/0/0/0 50/50/0/0	Note: Costs are allocated 50% TANF, 50% FS before application of sharing ratios.
	3201	NONFEDERAL CALWORKS AND FS FRAUD	State GF	0/100/0/0	
	3401	EARLY FRAUD DETECTION/PREVENTION (EFD/P)-FEDERAL CalWORKs	TANF	100/0/0/0	

CalWORKs Function	Program Code	Program Name	Benefitting Program(s)	Sharing Ratios Federal/State/Health/County	Allocation Methodology-Based on Caseworker Time Studies/Caseload Data. Adjustments below are made prior to application of sharing ratios.
		CALWORKs			
	3421	EFD/P-CalWORKs AND FOOD STAMPS	TANF FS-Admin, Fraud	100/0/0/0 50/50/0/0	Note: Costs are allocated 50% TANF, 50% FS before application of sharing ratios.
	3921	FRAUD-CalWORKs AFIRM-LOS ANGELES COUNTY	TANF	100/0/0/0	
	3931	FRAUD-PAFS AFIRM-LOS ANGELES COUNTY	FS-Admin/State GF/County GF	50/42.5/0/7.5	
	3941	FRAUD-CalWORKs AFIRM-EVALUATION	TANF	100/0/0/0	
		WELFARE TO WORK (WTW)			
	4512	NONFEDERAL WTW	State GF	0/100/0/0	
	6201	WTW PRE-ASSESSMENT	TANF	100/0/0/0	
	6211	WTW POST-ASSESSMENT: COMMUNITY SERVICE	TANF	100/0/0/0	
	6221	WTW POS-ASSESSMENT: OTHER	TANF	100/0/0/0	
	6231	WTW POST-ASSESSMENT: VOCATIONAL EDUCATION	TANF	100/0/0/0	
	6241	WTW ASSESSMENT	TANF	100/0/0/0	
	6311	CalWORKs TRANSITIONAL SERVICES	TANF	100/0/0/0	
	6481	NONFEDERAL CALWORKS TRANSITIONAL SERVICES	State GF	0/100/0/0	
	6781	WTW-TWO PARENT FAMILY:PRE ASSESSMENT	State GF	0/100/0/0	
	6791	WTW-TWO PARENT FAMILIES:PST ASMT: COMMUNITY SERVICES	State GF	0/100/0/0	
	6801	WTW-TWO PARENT FAMILIES: VOCATIONAL EDUCATION	State GF	0/100/0/0	
	6811	WTW-TWO PARENT FAMILIES: ASSESSMENT	State GF	0/100/0/0	
	6821	WTW-TWO PARENT FAMILIES: POST ASSESSMENT OTHER	State GF	0/100/0/0	
	6831	TWO PARENT RECIPIENT CHILD CARE TRAINING-STATE ONLY	State GF	0/100/0/0	
	6851	CalWORKs DOMESTIC VIOLENCE SERVICES	TANF	100/0/0/0	
	6861	RECIPIENT CHILD CARE TRAINING	TANF	100/0/0/0	
	6871	TIMED-OUT-EMPLOYMENT SERVICES-NON-ASSISTANCE	State GF	0/100/0/0	
	6891	TIMED-OUT-EMPLOYMENT SERVICES-ASSISTANCE	State GF	0/100/0/0	
		DEMONSTRATION PROJECTS			
	0401	CHILD SUPPORT ASSURANCE (CSA) DEMO PROJECT	State GF	0/100/0/0	
	2631	U.S. RESIDENCY PROJECT-CalWORKs	TANF	100/0/0/0	
	7001	GENERIC	County GF	0/0/0/100	
		Footnotes:			
		1) Public Assistance Food Stamps (PAFS) Caseload Shifts: Ratios applied to program codes 614 and 663; resultant costs are shared equally between program codes 614, 663, and 343.			
		2) The One-Third Initial Eligibility Shift: Common eligibility costs for CalWORKs, Food Stamps, and Medi-Cal are shared equally; one-third each to program codes 615, 215 and 343.			

CalWORKs

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Other Public Welfare Function									
Program Code	Program Name	Benefitting Program(s)	Sharing Ratios Federal/State/Health/County	Allocation Methodology-Based or Caseworker Time Studies/Caseload Data. Adjustments below are made prior to application of sharing ratios					
	OTHER PUBLIC WELFARE:								
	NONASSISTANCE FOOD STAMPS (NAFS)								
2181	NAFS-IEVS	FS-Admin/State GF	50/50/0/0	3)California Food Assistance Program (CFAP) See Footnote.					
2341	FRAUD-NAFS AFIRM-LOS ANGELES (LA) COUNTY	FS-Admin/State GF	50/0/50/0						
2621	U.S. RESIDENCY PROJECT-NAFS	FS-Admin/State GF	50/50/0/0						
2681	SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE)	FS-Admin/State GF/County GF	50/35/0/15	3)California Food Assistance Program (CFAP) See Footnote.					
2751	EARLY FRAUD DETECTION/PREVENTION PROGRAM (EFD/P) NAFS	FS-Admin/State GF	50/50/0/0	3)California Food Assistance Program (CFAP) See Footnote.					
3101	NAFS FRAUD	FS-Admin Fraud/State GF	50/35/0/15	3)California Food Assistance Program (CFAP) See Footnote.					
3341	FRAUD-NAFS AFIRM-LA COUNTY	FS-Admin/County GF	50/0/0/50						
3411	EFD/P-NAFS (WFI)	FS-Admin Fraud/State GF	50/50/0/0	3)California Food Assistance Program (CFAP) See Footnote.					
3431	NAFS ELIGIBILITY	FS-Admin/State GF/County GF	50/35/0/15	3)California Food Assistance Program (CFAP) See Footnote. 4)The One-Third Initial Eligibility Shift. See Footnote. 5)Public Assistance Food Stamps (PAFS) Caseload Shifts. See Footnote					
3441	NAFS PROGRAM INTEGRITY	FS-Admin/State GF/County GF	50/35/0/15	3)California Food Assistance Program (CFAP) See Footnote. 4)The One-Third Initial Eligibility Shift. See Footnote. 5)Public Assistance Food Stamps (PAFS) Caseload Shifts. See Footnote					
3471	NAFS-QUALITY CONTROL	FS-Admin/State GF/County GF	50/35/0/15	3)California Food Assistance Program (CFAP) See Footnote.					
6111	NAFS-JAIL MATCH-SB 1556 (Chapter 205, Statutes of 1996)	FS-Admin/State GF/County GF	50/35/0/15						
	MEDI-CAL:								
2151	MEDI-CAL-INTAKE	Title XIX	0/0/100/0	4)The One-Third Initial Eligibility Shift. See Footnote.					
2153	MEDI-CAL-CONTINUING	Title XIX	0/0/100/0						
2711	SAVE-MEDI-CAL	Title XIX	0/0/100/0						
	TANF FISCAL INCENTIVES:								
0911	TANF FISCAL INCENTIVES-PROGRAMS THAT PROVIDE ASSISTANCE TO NEEDY FAMILIES-NON-ADMIN	County GF	0/0/0/100						
0951	TANF FISCAL INCENTIVES-PROGRAMS THAT PROVIDE ASSISTANCE TO NEEDY FAMILIES-ADMIN	County GF	0/0/0/100						
0921	TANF FISCAL INCENTIVES-PROGRAMS THAT END DEPENDENCE OF NEEDY PARENTS-NON-ADMIN	County GF	0/0/0/100						

Other Public Welfare Function									
Program Code	Program Name	Benefitting Program(s)	Sharing Ratios Federal/State/Health/County	Allocation Methodology-Based or Caseworker Time Studies/Caseload Data. Adjustments below are made prior to application of sharing ratios					
	OTHER PUBLIC WELFARE:								
0961	TANF FISCAL INCENTIVES-PROGRAMS THAT END DEPENDENCE OF NEEDEY PARENTS-ADMIN	County GF	0/0/0/100						
0931	TANF FISCAL INCENTIVES-PROGRAMS THAT PREVENT OR REDUCE OUT-OF-WEDLOCK PREGNANCIES-NON-ADMIN	County GF	0/0/0/100						
0971	TANF FISCAL INCENTIVES-PROGRAMS THAT PREVENT OR REDUCE OUT-OF-WEDLOCK PREGNANCIES-ADMIN	County GF	0/0/0/100						
0901	TANF FISCAL INCENTIVES-PROGRAMS THAT ENCOURAGE THE FORMATION AND MAINTENANCE OF TWO-PARENT FAMILIES-NON-ADMIN	County GF	0/0/0/100						
0941	TANF FISCAL INCENTIVES-PROGRAMS THAT ENCOURAGE THE FORMATION AND MAINTENANCE OF TWO-PARENT FAMILIES-ADMIN	County GF	0/0/0/100						
7001	GENERIC	County GF	0/0/0/100						
	Footnotes:								
	1) Federal/Nonfederal Persons Count: The ratios of Nonfederal children to foster care or adoptions assistance children are developed and applied to all eligible adoption assistance and foster care costs in order to equitably distribute Title IV-E federal funds on behalf of federally-eligible children.								
	2) The non-federal share of costs are shifted to state only program codes (e.g., the nonfederal portion of program code 1171 shifts to state only program code 1181)								
	3) California Food Assistance Program (CFAP): CFAP Ratios are applied to Food Stamp program codes to determine nonfederal share. The sum of those amounts are shifted to program code 606-CFAP Families.								
	4) The One-Third Initial Eligibility Shift: Common eligibility costs for CalWORKs, Food Stamps, and Medi-Cal are shared equally; one-third each to program codes 615, 215 and 343.								
	5) Public Assistance Food Stamps (PAFS) Caseload Shifts: Ratios applied to program codes 614 and 663; resultant costs are shared equally between program codes 614, 663, and 343.								

Child Care Function	Program Code	Program Name	Benefitting Program(s)	Sharing Ratios Federal/State/Health/County	Allocation Methodology-Based on Caseworker Time Studies/Caseload Data Adjustments below are made prior to application of sharing ratios.
		CHILD CARE:			
		CHILD CARE STAGES:			
	0361	TWO PARENT FAMILIES (STATE ONLY) STAGE ONE-CHILD CARE	State GF	0/100/0/0	
	4531	STAGE ONE CHILD CARE	TANF	100/0/0/0	
	9001	UNABLE TO TRANSFER STAGE ONE TO TWO	TANF	100/0/0/0	
	9031	NONFEDERAL CHILD CARE	State GF	0/100/0/0	
	9051	STAGE TWO CHILD CARE	County GF	0/0/0/100	
	9071	STAGE THREE CHILD CARE	County GF	0/0/0/100	
		CAL-LEARN CHILD CARE:			
	8111	STATE-ONLY CAL-LEARN CHILD CARE	State GF	0/100/0/0	
	9091	CAL-LEARN CHILD CARE	TANF	100/0/0/0	
	9121	NONFEDERAL CAL-LEARN CHILD CARE	State GF	0/100/0/0	
		OTHER CHILD CARE PROGRAMS/RESOURCES:			
	1601	CHILD CARE AND DEVELOPMENT PROGRAM-COUNTY ONLY	County GF	0/0/0/100	
	6881	CHILD CARE FOR TIMED-OUT FAMILIES-NON-ASSISTANCE	State GF	0/100/0/0	
	6921	CHILD CARE FOR TIMED-OUT FAMILIES-ASSISTANCE	State GF	0/100/0/0	
	9011	CHILD CARE HEALTH AND SAFETY SELF-CERTIFICATION	TANF	100/0/0/0	
	9021	CHILD CARE TRUSTLINE	TANF	100/0/0/0	
	9061	CHILD CARE CAPACITY BUILDING PROGRAM	TANF	100/0/0/0	
	7001	GENERIC	County GF	0/0/0/100	

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Generic

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